



Student Disability Services Policy and Procedure

DISABILITY AND ACCESS POLICY: (As stated in the second half of the College Catalog)

does not discriminate on the basis of disability in its programs, benefits, and services, including the admission and retention of students. Under Title III of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), qualified persons with disabilities are entitled to reasonable accommodations, including modifications to the academic requirements, and auxiliary aids and services, to achieve nondiscriminatory access to programs, services, and activities of Pacific College. Section 504 and the ADA define a physical or mental impairment that substantially limits one or more major life activities, (2) a record of such impairment, or (3) being regarded as having such an impairment.

In order to ensure that qualified students with disabilities are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in all academic and other programs, services, and activities of Pacific College, as required by law, reasonable accommodations and auxiliary aids and services will be provided unless it is determined that doing so would alter the essential academic requirements of the College program being pursued or to any directly related licensing requirement. These may include modifications to the academic requirements and auxiliary aids and services, including, but not limited to, auxiliary aids and services for students with hearing visual impairments (readers and such technology as adaptive computer software and hardware, reading machines); note takers; extended or divided time on examinations for students with learning disabilities or reduced physical stamina; adjustments in course load when appropriate; and taping classes.

Persons seeking accommodations are required to schedule an initial in-person appointment, as described below, with the following **Student Disability Services (SDS) officer:**

For SD campus, undergraduate programs - Academic Dean, Deborah Reuss
Suite 103 (Main Bldg 1)
dreuss@pacificcollege.edu
619-574-6909

For SD campus, graduate programs - Student Advisor, Elaine Elefano
Suite 109 (Main Bldg 1)
eelefano@pacifcollege.edu
619-574-6909

For NY campus,



212.982.3456

For CH campus, all programs -

Student Advisor, Zenzile Pearson
65 East Wacker Place, 21st Floor
zpearson@pacificcollege.edu
773-477-4822

Confidentiality is subject to the Family Educational Right



Check-in





- After your disability is verified and your accommodations approved, notify your instructor by providing him or her a copy of your Disability Accommodation Verification form
- To ensure the provision of approved extended time for testing, as well as a quiet, distraction-free testing environment, the SDS officer for your campus should be contacted to arrange a proctor, room, and time for midterm and final examinations, and/or quizzes, if necessary. All proctored examinations are to be taken within **one week** prior to the final examination date, and prior to the next class session.
- To guarantee a date and time that best suits your schedule, please try to submit requests for all semester exams at the beginning of the semester. At the very least, you must schedule examinations **one week** prior to the desired date. Proctoring cannot be guaranteed if requested later.
- If there is an extenuating circumstance that makes it necessary to reschedule your exam or quiz, you will need to provide documentation in order to be accommodated.
- You are required to leave the classroom during the in-class administration of any exam or quiz which you will make up at a later date. Your exam or quiz should be ready to be reviewed on schedule with the rest of your class, unless it is reviewed immediately following administration. You are not permitted to be in the classroom while any quiz or exam is reviewed if you have not yet taken the test.
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- Determine which books from the syllabi you wish to request in an alternative media format.
- Send an e-mail request, listing each book and the alternative media format desired, to the _____ listed above.
- The _____ will respond to your e-mail within 5-10 business days and notify you of an expected timeline and the steps necessary to obtain the book in an alternative media format. (For example, certain textbooks are available through Learning Ally, a database of audio files for which Pacific College has an institutional membership and are able to be downloaded immediately. Other texts, especially translations of Chinese texts, may need to be transferred into an audio format by Pacific College, which would necessitate more time for completion.)

IV. COMPLAINT-RESOLUTION PROCEDURES

The purpose of the Complaint-Resolution Procedures are to afford students an opportunity to resolve complaints regarding accommodation eligibility decisions, accommodations, auxiliary services, communication services, denial of services or other administrative decisions of the _____. Students have options to express their concerns, an _____ Mid-level Informal Complaint Resolution Procedure

Section 504:

Assistant Dean of Students, Ashley Kowal
110 William Street, 19th Floor, New York, NY 10038
akowal@pacificcollege.edu
212.982.3456

Student Disability Services- Informal Complaint-Resolution Procedures:

A student has the choice to pursue an informal resolution of any complaint of disability discrimination alleged to have occurred in any College program or activity by scheduling a meeting with the SDS officer or Campus Director to discuss the complaint and possible avenues of resolution. This step should take no more than 5 – 7 business days. However, an Informal Complaint-Resolution Procedure is not mandatory and need not precede the Formal Grievance Procedure. If an informal resolution is not successful, the _____ will provide written notice to the student of the right to file a formal complaint within 10 business days of the notice and/or the option to request a Mid-Level Resolution Procedure, if appropriate.

Mid-level Informal Complaint Resolution Procedure:

This optional process is available for disputes about accommodations including disputes about the adequacy of verification of a disability and limitations, the denial of an _____





case shall be sent back to the Director for investigation in accordance with the procedures below.

Investigation: