



DISABILITY ACCOMMODATION, DOCUMENTATION, AND PROCESS

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 Students with Disabilities

I. Purpose & Scope of Policy

Cox College is committed to providing equal educational access for all of its students by ensuring that students with qualified disabilities receive reasonable accommodations that support effective participation in all aspects of the educational experience. The college complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

II. Accommodation of Disabilities

Students or prospective students with disabilities as defined by applicable law have the right to request reasonable accommodations from the college. Where applicable, the college will make reasonable accommodations for individuals with disabilities.

Reasonable accommodations under this policy may include reasonable modifications to the college's policies, practices, and procedures where necessary for individuals with disabilities, unless doing so would require a fundamental alteration in the college's programs or curriculum or pose a direct threat to the health or safety of others. Examples of some areas in which reasonable accommodations may be available include, but are not limited to, classroom and/or testing situations, academic support resources, access to facilities, assistive technology, registration, and parking. In setting forth this policy, it is important to note that the college does offer programs with technical standards and functional abilities requirements that are essential functional requirements for the profession. Individuals must be able to meet those technical standards, with or without reasonable accommodation, in order to participate in the college's programs. NOTE: The use of an intermediary, including, but not limited to, personal aids, assistants, caregivers, readers, and interpreters, that would require a student to rely on someone else's power of selection, detection, observation, and communication will not be permitted. For more information on the technical standards necessary for admission and graduation, refer to the Technical Standards and Functional Abilities for Admission and Graduation or contact the Vice President for College Services and Institutional Research or the Coordinator of Student Support.

III. Procedure for Requesting Accommodation

Students bear the responsibility for disclosing a disability and requesting reasonable accommodations. For information regarding disability accommodation and/or reasonable accommodations, please contact:

Coordinator of Student Support, 1423 N. Jefferson Ave., Springfield, MO 65802, 417.269.3598,
studentservices@coxcollege.edu.

Any individual with disability seeking accommodation should submit the following materials to the Coordinator of Student Support and account for the following:

1. Completed Written Application for Accommodation. An application may be obtained from the Academic Resource Center, the Coordinator of Student Support, or the Vice President for College Services and Institutional Research.

2. Supporting Documentation. Documentation is an important tool for determining qualification for accommodation, reasonable accommodations, and developing a plan for providing such accommodations. Relevant documentation includes, but is not limited to, the individual's description of his/her needs in the application; records of past accommodations and services from another educational institution or environment; formal psychological or medical evaluations or testing; letters from health, education, or service providers; school records; and other necessary or appropriate documentation, and as requested by the college. If an individual does not have copies of this information, the individual is welcome to meet with the Coordinator of Student Support or Vice President of College Services and Institutional Research to discuss obtaining supporting documentation. Medical information provided by an individual pursuant to this policy will be kept confidential to the extent possible, except that information may be shared as necessary to implement accommodations.

3. Timeframe for Submission. Documentation must be submitted within a reasonable timeframe. To obtain accommodations by the start of an academic period, the individual should submit the materials required by this section to the Coordinator of Student Support at least three (3) weeks before the first day of classes. Such notice allows the individual and the college a reasonable period of time to engage in the process set forth in this policy.

IV. Procedure Following Request for Accommodation; Right to Appeal

Following receipt of all materials outlined in Section III above, the Coordinator of Student Support will review the materials submitted, with the assistance of an outside medical professional (if necessary) and conduct a confidential interview/meeting with the individual within ten (10) business days, if needed. Reasonable accommodations are determined through collaboration of the Coordinator of Student Support, the Vice President of College Services and Institutional Research, the individual, appropriate faculty, individual departments, and outside professionals (as warranted).

The Coordinator of Student Support shall communicate to the individual in writing the decision about whether reasonable accommodation is necessary and can be provided without fundamental alteration of the program and/or without posing a direct threat to the health or safety of others within five (5) business days of the decision.

The individual may appeal the decision, in writing, by submitting a letter to the college president that indicates the desire to appeal, within five (5) business days after notification of the decision. The individual's letter should be sent to: 1423 North Jefferson, Springfield, MO 65802, Attn: President. Failure to submit a request for appeal within the time frame set forth herein will result in an acceptance of the decision and waiver of the individual's right to appeal.

The President shall, within five (5) business days of receipt of the letter requesting an appeal, call a special meeting of the College Leadership Council to hear the appeal.

The individual shall be given a minimum of ten (10) business days advance notice of the College Leadership Council's special meeting date. The meeting shall be held within fifteen (15) business days of the request for appeal, unless extension is required due to extraordinary circumstances, determined in the President's sole discretion. The individual will be informed that the individual may appear at the College Leadership Council's special meeting to present his/her request and/or relevant documentation. During

the College Leadership Council's special meeting, the Coordinator of Student Support or another representative of the college shall present the decision and documentation and other information supporting the decision. The individual shall have the opportunity to present his/her request, documentation, and reasoning. (The Coordinator of Student Support or representative speaking on behalf of the college's decision shall leave the meeting room during the individual's presentation.) After the College Leadership Council hears both the college's representative and the individual's statements, it shall excuse the all meeting attendees, deliberate, and vote, based on the circumstances and the law. (The Coordinator of Student Support or college representative presenting the college's decision shall not be permitted to vote on this issue.) The College Leadership Council's decision shall be binding, and the individual shall have no further right to appeal.

The President shall inform the individual in writing of the College Leadership Council's decision within three (3) business days of the decision.

When a reasonable accommodation is deemed necessary, the Coordinator of Student Support will develop a plan identifying the student's condition(s) requiring accommodation, the circumstances under which accommodations are needed, and the reasonable accommodations recommended in the collaborative process described above. Information in the plan will be distributed to those who need to know that information to put any accommodation in place. The Coordinator of Student Support will contact individual faculty members to discuss, as necessary, the recommended accommodations and the process for implementation. If an accommodation is provided, the accommodation applies on a prospective basis. For example, an accommodation provided does not apply to course work completed before the request for and implementation of the accommodation was provided. The Coordinator of Student Support arranges for the accommodation(s). However, it is the student's responsibility to establish and maintain communication with his/her instructors and the Coordinator of Student Support and to take all necessary steps to complete and perform the accommodation plan.

V. Temporary Accommodations

The disability accommodation process outlined in this policy may take time. As a result, it is important that an individual requesting accommodation provide promptly all materials required by this policy in the timeframes outlined herein.

In some cases, however, the process may not be completed before an accommodation must be implemented. As a result, on a case-by-case basis, and when reasonable, a temporary accommodation may be implemented pending completion of the disability accommodation process under this policy. Such a temporary accommodation is implemented solely based on the need for additional time to complete the disability accommodation process, and shall be in place only until the disability accommodation process is complete. The provision of a temporary accommodation should not be construed in any way as eligibility for accommodation or a determination as to the reasonableness of the accommodation provided. The provision of a temporary accommodation does not in any way alter or eliminate the requirements of this policy or excuse the individual from meeting the requirements of this policy.

VI. Concerns and Complaints

Any individual who has concerns about the accommodations provided or not provided or who wishes to submit a complaint about discrimination or harassment based on disability should contact the Academic Resource Center, Coordinator of Student Support, Vice President of College Services and Institutional Research, the dean of the individual's department, and/or the President. Any such concern or

complaint will be handled under the college's Harassment Policy and Complaint Procedures for complaints on the basis of disability, age, sex, color, race or national origin, a copy of which is contained in the Student Handbook and Student Catalog and may also be obtained through the Academic Resource Center or any of the individuals listed above.

VII. Publication of Policy

This policy shall be publicized in the Student Handbook and shall be provided to all college faculty and administrators.