



St. Francis College General Accommodations Policy and Procedure

In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all applicable federal, state and city disability laws, the St. Francis College Office of Accessibility and Accommodations (“OAA”) is committed to providing reasonable accommodations to students who have a qualifying disability in order to ensure they have equal access to the College’s courses, programs, activities and facilities. OAA engages in an interactive process with each student, and reviews requests for reasonable accommodations on an individualized, case by case basis according to the documented need and the prevailing standards for reasonable accommodations. Students with documented qualifying disabilities who wish to request reasonable accommodations must follow the procedures outlined below. Please note that requesting a reasonable accommodation does not guarantee that it will be granted and the reasonable accommodation provided is not required to be the requested accommodation.

1. To apply for reasonable accommodations, students should complete and submit the online Accommodation Request Form and upload supporting documentation. Please see the below section for important information on supporting documentation.
2. Once OAA receives the online Accommodation Request Form and supporting documentation, the student will be contacted by Interim Director Grace Henry to schedule an intake appointment.
3. At the intake appointment the Interim Director will ask clarifying questions and ask the student to describe the impact of their disability in the academic setting. The intake appointment is also an opportunity for students to ask any questions regarding the accommodations process. Together, the student and Interim Director will work to finalize a reasonable accommodations plan for the student. Reasonable accommodations are determined on a case-by-case basis. During the intake appointment the student will complete and sign the Authorization for Release of Information form.
4. Once reasonable accommodations have been approved, an electronic Accommodation Letter will be generated and sent to the student for the student to share with affected faculty members. Since each course and student situation is unique, the accommodation should be discussed between the faculty member(s) and the student within a reasonable amount of time after the Accommodation Letter has been sent to the student. Students must provide timely notification to instructors of the approved accommodation.

Accommodations must be renewed by the student each semester. Please contact Grace Henry at gghenry@sfc.edu with any questions about this process.

Important Information about Supporting Documentation

Supporting documentation should be from a licensed, treating provider and describe the connection between the student’s disability and the requested accommodation(s). Documentation should:

- Be recent (within the last 6-12 months).
- Include a statement identifying the disability-what the condition is and how it was diagnosed.
- Discuss the current functional limitations caused by the disability.
- Identify the current impact of the disability with respect to academics. Does the impairment qualify as a disability that substantially limits the ability to perform one or more major life activities? How and which activities?
- Sufficiently establish a direct link between the underlying condition and the requested accommodation.
- Contain a clear and detailed description of the requested accommodation and how the requested accommodation will mitigate the disability and improve functioning. Is the request an integral component of a treatment plan for the condition in question?
- Contain recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.
- Be signed by a licensed, qualified professional, such as a medical specialist, psychologist or psychiatrist. The license number should be included in the supporting documentation, or the professional can submit the documentation on their own letterhead. The professional cannot be related to or have a personal relationship with the student.

Denial of Accommodation Requests

Accommodations and academic adjustments cannot alter fundamental course or program requirements. In the accommodation determination process, OAA will work with faculty to ensure that any accommodations or adjustments implemented do not detract from the integrity of the course or program of study. However, it may be that a specifically requested accommodation alters fundamental course or program requirements or is otherwise unreasonable. In such a case, an alternative accommodation may be offered. If any and all accommodations would alter fundamental course or program requirements, or if the student and OAA cannot agree on a reasonable accommodations plan for the student, then the accommodation request may be denied.

Appeals Procedure

If a student with a documented disability believes that they have not been provided with a reasonable accommodation based on access or reasonable consideration, the student should direct their concern via email to Dean Monica Michalski (mmichalski@sfc.edu) within three weeks of notification of the denial of their accommodation request. The student should provide, in writing, the nature of the concern and any other relevant information to their case.

Dean Michalski will confer with necessary stakeholders, including the student and OAA, to make a determination about the appeal. The student will be notified via email about the outcome of the appeal within ten business days of appeal submission. The determination reached by Dean Michalski at the conclusion of the appeals process is final.