I. Purpose/Introduction/Rationale

A. Rollins College is committed to providing equal access to its academic, social, and employment opportunities to all qualified persons with disabilities. While upholding this commitment, Rollins will also maintain the high standards of achievement and excellence which are essential to the integrity of the College's programs and services. In advancing these aims, the College will ensure that its policies, practices and procedures conform to Federal and state statutes and regulations.

B. Beyond the legal responsibilities for promoting equal access, Rollins College is committed to making its campus and programs a welcoming environment for all individuals, regardless of disability, who choose to enroll, work, or visit here. Everyone within the institutional community (faculty, staff, and students) has responsibility for doing their part, as needed, to implement the policies and procedures necessary to insure a campus climate that is conducive to the full integration of persons with disabilities.

II. Definition

A. Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act ("ADA") define a person with a disability as any individual who:
   1. Has a physical or mental impairment that substantially limits one or more major life activities;
   2. Has a record of such an impairment; or
   3. Is perceived by others as having such an impairment.

B. A disability is defined as a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. Individuals who have a disability or who have a history of such an impairment or who are regarded as having such an impairment are covered under this policy.

III. Procedure or Application

A. Title III of the ADA applies to independent colleges and universities, such as Rollins College, as places of public accommodation and Title I of the ADA references the responsibility of the institution as an employer. Subpart E of Section 504 of the Rehabilitation Act of 1973 states that no "otherwise qualified person" with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives Federal financial aid.

B. Rollins College will make reasonable accommodations for any individual with a documented disability on a case-by-case basis.
C. Members of the college community who are protected under the law and who believe that they require consideration/accommodation must provide, in writing, the following information:
   1. Identify themselves as a person with a disability, eligible for protection;
   2. Identify the nature of the accommodation or consideration desired;
   3. Provide adequate medical or other appropriate documentation of the disability and the need for the desired accommodation or consideration. Such documentation must be current (usually not less than three years old) and provide a clear understanding of how the individual is functioning at this point in time.

D. If a student or faculty member is dissatisfied with an accommodation offered they may appeal to the Provost or designee. Members of the staff may appeal to the appropriate Vice President. No accommodations will be made for any member of the college community who has not completed the process outlined above.
   1. Aside from the need for accommodation, if a person with a disability believes that they have been excluded from an opportunity, denied a benefit, or otherwise suffered discrimination as a result of disability, they may file a grievance through the discrimination grievance procedures available at the College. See policies pertaining to Discrimination Grievance Procedures for Exempt and Non-Exempt Staff or Faculty and Students.

E. For Students: The Coordinator of Services for LD/ADHD Students shall be responsible for receiving documentation and assigning accommodations for students with learning disabilities (LD) and attention deficit disorders (ADD/ADHD). The Coordinator of Disability Services will be responsible for receiving documentation and assigning accommodations for students with other disabilities.

F. For Faculty/Staff: The Director of Human Resources will be responsible for all requests for accommodation/consideration for employees with disabilities.

IV. Related Policies or Applicable Publications
Discrimination Grievance Procedure for Exempt and Non-Exempt Staff or Faculty; Discrimination Grievance Procedure for Students.

V. Appendices/Supplemental Materials
N/A

VI. Rationale for Revision
N/A