

Policy Number:

1.4.008

Title:

Accessibility Services Policy

Purpose

Thaddeus Stevens College of Technology has a desire and a legal obligation to provide equal access to College resources, coursework, programs, and activities. The Americans with Disabilities Act, as amended (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against individuals with disabilities. These laws require the College to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. This policy is intended to guide the student disability accommodation process once a request for an accommodation has been made.

Scope

To receive reasonable accommodations, students must disclose their disability and follow these procedures to receive reasonable accommodations. Applicants and students who have been accepted and who are enrolled for an upcoming semester may also disclose and request reasonable accommodation. Students who disclose their disability directly to a faculty member will be referred to the Accessibilities Coordinator.

Definitions

Academic Accommodations: Any reasonable academic accommodation to policies, practices, procedures, auxiliary aid or service the College is required to make or provide when necessary to avoid discrimination on the basis of disability, unless the academic accommodation or auxiliary aid would fundamentally alter the nature of the service, program, or activity. Examples of potential reasonable accommodations and auxiliary aids include but are not limited to:

- Extended time on tests
- Alternative location for tests
- Lecture recording
- Text to speech software

Accommodations do not include:

- Adjustments, aids, or services that result in a fundamental alteration to an academic program or impose an undue burden.

- Personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

Accessibility: For something to be accessible, individuals with disabilities must be able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same time frame as individuals without disabilities, with substantially equivalent ease of use.

Confidential: Disability information is protected information; therefore, the student must disclose and personally request accommodation. Further, individuals within the College community are only informed of a student's disability on a "need-to-know" basis.

Disability: With respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded by the College as having such an impairment. Under the ADA, the definition of "disability" is to be construed broadly to the maximum extent permitted by the ADA.

Faculty Accommodation Notification Letter: The document provided to students that articulates the academic accommodations, auxiliary aids, and services approved by the Accessibility Office. It is the responsibility of the student to provide this notification to faculty.

Accommodation Notification Letter: The document provided to students that outlines dietary, housing, or emotional support animal accommodations approved by the Accessibility Office. It is the responsibility of the student to provide this notification to dietary, housing or other appropriate staff.

Temporary Accommodation Letter: A document provided to students that outlines accommodations for limitations generally lasting no more than 6 months approved by the Accessibility Office.

Reasonable Accommodations: Any change to an environment that permits a person with a disability to participate, perform essential skills, and enjoy the benefits and privileges equal to a student without a disability. Reasonable accommodations will not be provided if it causes undue burden. Undue burden means that the accommodation would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or goals of the course.

Residential Life Accommodations: Any reasonable accommodations such as single room, room location, parking, or other reasonable requested accommodations that are approved by the Accessibility Office.

Dietary Accommodations: Any reasonable dining modification or meal plan exception that is approved by the Accessibility Office.

Policy and Procedure

Applicants:

No questions regarding disabilities will appear on any admissions forms. Students are encouraged during the application process or following acceptance to disclose any disability and request accommodation from the Accessibility Office.

Entrance Exam Accommodations: Students requesting entrance exam accommodation must submit documentation to the Accessibility Office at least two weeks before the preferred testing date. Students sign up for the entrance exam through the Office of Admissions. Once registered for the entrance exam, the students must notify the Accessibility Office of the test date.

Requesting Accommodations:

1. Students requesting accommodations must complete the Accommodation Request Form that can be found on the College's website under the Accessibility Office or on Thad's Pad, the student link page, on the Accessibility Office card.
2. Students are required to provide documentation certifying their disability to the Accessibility Office. Documentation should be within 3 years; however, older documentation may be considered at the discretion of the Accessibility Office.
 - a. Documentation must include the diagnosis (for example a specific learning disability in reading) and must state how the disability substantially limits a major life activity such as learning.
 - b. Types of documentation accepted, include but are not limited to:
 - i. IEP and Evaluation Report
 - ii. Letter from a physician
 - iii. Discharge summary
 - c. If a student does not have documentation, they are encouraged to make an appointment with the Accessibility Office. The Office will discuss options for disability documentation. Requests for accommodations cannot be considered without appropriate certification/documentation.
3. An intake meeting with the Accessibility Coordinator is required of all students seeking accommodation. The intake meeting with the student is essential in determining accommodations. The interview process follows the Association on Higher Education and Disability (AHEAD) recommended questions. During the intake, a discussion will include information about the setting in which accommodations are provided, the characteristics of the student's disability, and the student's goals and needs. The students' preference is considered if several accommodations would be appropriate. However, the Accessibility Office reserves the right to select appropriate, effective accommodation based on what the College is able and required to provide.
4. As accommodations are provided through coordination with various offices and individuals on campus, the student signs a service agreement acknowledging their responsibilities and the procedure for obtaining accommodations. Students also sign a release to allow health services and mental health services to share information only if it is related to the student accommodations.

5. The provision of accommodation is confirmed through the signed notification letter that the student can provide instructors and service providers as appropriate at the start of each semester.
 - a. **Faculty Accommodation Notification Letter:** The document provided to students that articulates the academic accommodations, auxiliary aids, and services approved by the Accessibility Office. Accommodations will not be implemented until the faculty member receives a copy of the Faculty Notification Letter from the student.
 - b. **Accommodation Notification Letter:** The document provided to students that outlines dietary, housing, or emotional support animal accommodations approved by the Accessibility Office. Accommodations will not be implemented until the staff member receives a copy of the Notification Letter from the student.
6. If an issue arises concerning the provision of accommodation, the student will seek assistance from the Accessibility Office. Complaints about discrimination based on disability may be submitted to the Accessibility Office. The Accessibility Coordinator will contact the complainant within 15 calendar days after receiving the complaint to discuss the complaint and will respond in writing within 15 days of the discussion. If a student determines that the actions of the Accessibility Coordinator, faculty, and/or staff are not adequate, the student can file a grievance process described in the Non-Discrimination Policy.

Submit complaints in writing to:
Accessibility@stevenscollege.edu
Accessibility Coordinator
Brenner Hall 103
Phone: 717-299-7408 FAX: 717-391-1360
7. Each semester students must renew accommodations for the next semester. Students registered with the Accessibility Office will receive a renewal notification at the end of each semester.

Requesting Temporary Accommodations:

1. Students may contact Health Services or the Accessibility Office to request temporary accommodations. Students can either complete the Accommodation Request Form, meet with the nurse, or meet with the Accessibility Office.
2. Students must provide documentation from the treating professional, certifying a temporary limitation requiring accommodation. The Accessibility Office will evaluate the accommodation request for temporary accommodations. The treating professional must provide documentation on a signed and dated official letterhead, and includes the following information:
 - a. A description of professional relationship with the student as it relates to the recommended treatment plan and rationale (e.g. type of treatment, length/history of relationship).

- b. List the student's relevant health conditions that rise to the level of disability or temporary disability.
- c. A statement of support for requested accommodations, estimated return date, follow-up appointment, length of time, and any other recommendations related to the limitations, parameters, or accommodations to support the student's needs.

Requesting Housing Accommodations:

1. Students will follow the policies and procedures for requesting student housing through the Residence Life Office. At approximately the same time, the student should also request a Housing Accommodation Form from the Accessibility Office.
2. Students will complete the Housing Accommodation Form and provide the required documentation referenced above in Paragraph 2 under "Requesting Accommodations" from their treatment professional.
3. Housing requests are not guaranteed. Single rooms are offered on a first-come first-served basis. Students may request a single room when they register for campus housing. If no single rooms are available, students will be placed on a waiting list until a single room is available. Requests made after assignments and during the semester will be considered for the next semester, unless there are extraordinary circumstances.
4. Students may be approved for a housing accommodation, but not all housing accommodations can be met by the College. For example: A student may request a single room with a private bath; however, this is not available at the College. The Accessibility Office will work with the student and residence life staff to find the best option for their needs.

Requesting Dietary Accommodations:

1. Students will follow the procedures for requesting accommodations that are listed above.
2. Students will receive the Dietary Exemption Form to complete. Students will need to provide the required documentation referenced above in Paragraph 2 under "Requesting Accommodations" from their treatment professional.
3. Dining Services and the Accessibility Office will determine if the request can be accommodated.
 - a. If the student's dietary needs can be accommodated, a meeting will be set up for the student to speak with Dining Services to determine the best ways to meet the student's needs.

- b. If the student's dietary needs cannot be accommodated, the meal plan will be waived. Students who live on campus are required to purchase meal plans unless it is determined that Food Services cannot accommodate.
4. If a student provides documentation from their treating professional and completes an intake with the Accessibility Office, it may be determined that the food plan will be waived, and Food Services will not be involved in the decision.

Emotional support animal or service animal – Refer to Emotional Support and Service Animal Policy

Attendance Accommodations:

1. If a student has a medical condition that requires an attendance accommodation, the student must follow the accommodation request process as set forth by this policy. In addition, once an accommodation is approved, students must adhere to the provisions of that accommodation. For example: If the accommodation states that a student must communicate with the nurse about a flare up and they do not follow these instructions, the instructor will follow the student handbook, syllabus, and the attendance policy. Attendance accommodations will only support absences directly related to the student's disability. If a student is sick and it is not related to their disability, they need to follow the College attendance policy and the instructor's syllabus.
2. The College has a strict attendance policy, and attendance accommodations are based on individual need, with the clear expectations on the student's obligation and responsibility to communicate an absence.
3. If a student accumulates absences that equal missing more than 10% of the course, the Accessibility Office will request a meeting with the student to discuss options for success.

Due Date Extensions:

In general, extending due dates for assignments would fundamentally alter the nature of the service, program, or activity. This accommodation will be denied unless it is determined that the due date extension is directly related to the student's disability, not to a lack of organizational skills. If the extension is denied, students will be given resources to help with planning and organization. If the accommodation is approved, there will be explicit directions on when an assignment due date can be extended [and the modified time-frame for completing assignments]. Due date extensions are fact-specific and it may not include every assignment.

Renewing Accommodations Each Semester:

- It is required by law that students disclose to the Accessibility Office their disability and need for an accommodation each semester.
- Students must complete the Accommodation Renewal Form that will be sent by email and posted on the Accessibility Office SharePoint. The form requires students to answer 4 questions:
 - Are you requesting the continuation your accommodations?
 - Do you have any changes either in your disability status or type of accommodation?
 - Do you need to meet?
 - Other?
- The Accessibility Office will send out renewed or revised accommodations 1-2 weeks prior to the first day of class. If a student requests renewed accommodations a week before classes start, there is no guarantee that the accommodations will be completed by the first day of class. If a student renews accommodations after the semester starts, it will take about one week to review the requests and provided accommodation, if appropriate.

Student Responsibility:

- Students must read all accommodation definitions in the notification letter before signing and confirming that they understand their responsibilities.
- Students must share the accommodation notification letter with their instructor, academic coach, and any other staff on a “need to know” basis. Questions regarding the scope of “need to know” basis should be addressed to the Accessibility Office. (Temporary medical accommodations will be shared directly to instructors from the Accessibility Office.)
- Students must discuss accommodations with the instructor and make sure there is a clear understanding for implementation.
- If using the Accessibility Office for test accommodations, students must sign up at least three days prior to an exam.
- Report any issues with accommodations to the Accessibility Office.

Faculty and Staff Responsibility:

- Meet with student to discuss accommodations, not disability.
- Ensure that employee and the student have a clear understanding about how accommodations will be implemented.
- Maintain all information related to the student's disability and accommodation as confidential and not subject to disclosure without the student's permission.
- Information about accommodations can be shared with tutors on a need-to-know basis.
- If a student requesting an accommodation or additional accommodations is not registered with the Accessibility Office, faculty and staff are directed to send the student to the Accessibility Office.

Syllabus Statement

Thaddus Stevens College of Technology welcomes students with disabilities. If you are a student with a disability, chronic illness, or injury, you may disclose to the Accessibility Office and request accommodation. Please contact the Accessibility Office at Accessibility@stevenscollege.edu for further information. The Accessibility Office is located in Brenner Hall. Refer to the Accessibility Office [SharePoint](#) for further information.

References

Emotional Support and Service Animal Policy

[Non-Discrimination Policy](#)

AHEAD: interview questions. AHEAD. (2022, April). <https://www.ahead.org/home>
U.S. Department of Justice Civil Rights Division. (2024). *The Americans with Disabilities Act (ADA) protects people with disabilities from discrimination*. Ada.gov. <https://www.ada.gov/>
Section 504 Handbook. (2025). Fcc.gov. <https://www.fcc.gov/general/section-504-handbook>

<i>Audience</i>	<i>Students</i>
<i>Effective Date</i>	<i>06/05/2025</i>
<i>Date Revised</i>	
<i>Date Reviewed</i>	
<i>Owner</i>	<i>Accessibility Coordinator</i>