



Accessibility Resource Center/ARC
Student Handbook

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Table of Contents

Accessibility Resource Center	3
Definition of Terms	4
Rights and Responsibilities of Student.....	4
Rights and Responsibilities of University	5
Services and Accommodations	5
Eligibility.....	6
Documentation Requirements	6
ADHD.....	6
Learning Disability.....	6
Psychological Disability	7
Physical/Health Disability.....	7
Policies and Procedures	8
Obtaining Services and Accommodations	8
Test Taking	8
Determining Reasonable Accommodations	9
Residence Life	9
Confidentiality.....	10
Foreign Language Substitution	10
Mathematics Substitution.....	10
Study Abroad and Accommodations	11
Grievance Procedure.....	11-12
Contact Information.....	12



**Cabrini University
Accessibility Resource Center**

In the spirit of Cabrini University's mission to "educate students of different backgrounds and abilities" and to be "responsive to the different goals and needs of all students," Cabrini University welcomes the full participation of individuals with disabilities in our programs, services and activities. The University is committed to providing an equal educational opportunity for all qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). In order to communicate clearly and apply fairly its policies for providing accommodations for students with disabilities, Cabrini University has adopted the policies and procedures outlined in this handbook.

Accessibility Resource Center

Founders Hall, Room 86

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Definition of Terms

Person with a disability – someone who has a physical or mental impairment that substantially limits one or more major life activities (i.e., walking, seeing, hearing, speaking, breathing, learning, caring for oneself, and working) An individual is considered to be a person with a disability if he/she has the disability, has a record of the disability or is regarded as having the disability.

Qualified person – with respect to post-secondary education, a qualified person with a disability is one who, with or without accommodation, meets the academic and technical standards for admission to or participation in an educational program, activity or service.

Technical standards – the essential nonacademic criteria required for participation in a program (e.g., personal skills, physical requirements, etc.).

Appropriate and reasonable accommodations – refers to accommodations necessary to ensure that University requirements do not discriminate against students with disabilities or have the effect of excluding students on the basis of disability. An appropriate and reasonable accommodation helps a student to compensate as much as possible for the limitations caused by the disability and provides the individual with an equal opportunity to participate. The University is not required to make modifications that it can demonstrate would substantially alter an essential element of the curriculum.

Rights and Responsibilities

➤ **Students with disabilities have the right to:**

- Equal opportunities to participate in the University's courses, programs, services and activities
- Reasonable academic accommodations, auxiliary aids and services
- Respect for their privacy regarding disability related information, except as disclosures are required or permitted by law

➤ **Students with disabilities have the responsibility to:**

- Meet basic requirements for admission to the University
- Satisfy essential academic requirements and technical standards of the University and their major program of study
- Disclose their disability to the Director/Assistant Director of ARC as early as possible, if they need accommodations
- Provide appropriate documentation of disability when required
- Follow identified procedures for obtaining academic accommodations, auxiliary aids and services

➤ ***The University, through its faculty and staff, has the right to:***

- Establish and maintain requirements and standards for admission to the University, and for courses, programs, services and activities
- Request current, relevant documentation of disability, at the student expense, that supports a request for academic accommodations and services
- Deny a request for an accommodation if the student fails to provide appropriate documentation, the documentation does not indicate that the accommodation is warranted, or the request requires a fundamental alteration of a course, program or service
- Require students to request accommodations in a timely manner

➤ ***The University has the responsibility to:***

- Ensure that admissions policies and procedures are implemented in a non-discriminatory manner with regard to individuals with disabilities
- Ensure that courses, programs, services, activities and facilities, when viewed in their entirety, are accessible to individuals with disabilities
- Provide appropriate accommodations, auxiliary aids and services in a timely manner
- Maintain appropriate confidentiality of disability related information

Services and Accommodations

Support Services for Students with LD and ADHD

Cabrini University provides services and appropriate accommodations for qualified students with learning disabilities (LD), attention deficit/hyperactivity disorder (ADHD). Interested students with documented LD and ADHD may schedule appointments with a student accessibility specialist who provides individualized academic support and serves as liaison between faculty and students when necessary. When appropriate, the Director/Assistant Director of the Accessibility Resource Center will prepare a Verified Individualized Services and Accommodations form (VISA) with students to present to their instructors to verify the need for classroom and testing accommodations. Assistance with course selection is also available. Students with LD and ADHD must contact the Director/Assistant Director/ of the Accessibility Resource Center to request these services.

Services for Students with Physical, Health-Related and Psychological Disabilities

The University recognizes its responsibility to ensure that facilities, programs, services and activities are accessible. Students with physical, health-related and psychological disabilities may arrange for classroom, testing and program accommodations when appropriate. Students who require these accommodations should contact the Director/Assistant Director as early as possible. Appropriate accommodations may include arrangements that require ample advance planning, so early notice is essential.

Assistance with physical access to classrooms, offices, and buildings is also available from Public Safety when necessary. To arrange for Handicap Parking, students should contact Public Safety. Students with temporary disabilities should contact Health Services for assistance.

Eligibility

To be eligible for services and accommodations, a student must meet the following criteria:

- Have an identified disability as defined by Section 504/ADA
- Submit appropriate documentation of the disability to the Director/Assistant Director of ARC
- Contact the Director/Assistant Director to request services and accommodations in a timely manner

It is the student's responsibility to obtain any required documentation. The cost of the required documentation is also the student's responsibility. It is in the student's best interest to submit the documentation upon arrival to Cabrini whether or not he or she will be utilizing the accommodations.

Documentation Requirements

All documentation must be submitted to the Director/Assistant Director. It should be on letterhead stationery and include the signature, title and credentials of the professional conducting the evaluation. ***A school plan such as an Individualized Educational Plan (IEP) or a 504 Plan are not regarded as appropriate documentation, however, this documentation is helpful to review to determine reasonable accommodations.***

➤ ***Documentation of an Attention Deficit/Hyperactivity Disorder (ADHD)***

A current assessment (within the last 3 years is preferred but not required) based on the results of a comprehensive evaluation by a qualified professional is required to validate eligibility for accommodations. The assessment must include the following information:

- A clear statement of a diagnosis of ADHD
- An assessment of cognitive functioning, Information processing and academic achievement based upon the results of diagnostic testing. *(Please refer to Documentation of an LD for examples of acceptable testing instruments.)*
- The instruments and procedures used to make the diagnosis (Examples include: Wender Utah rating Scale, Brown Attention-Activation Disorder Scale and Beck Anxiety Inventory);
- Relevant information about the individual's history which substantiates the diagnosis;
- Description of the functional difficulties caused by the ADHD diagnosis in an academic setting
- Analysis of evaluation results
- Recommendations for appropriate accommodations to help compensate for the ADHD.

➤ ***Documentation of a Learning Disability (LD)***

A copy of a recent comprehensive psycho-educational evaluation by a qualified professional (licensed psychologist or certified school psychologist) is required to validate eligibility for accommodations. The assessment must include the following information:

- A clear statement of the learning disability
- An assessment of cognitive functioning based upon one of the following tests: *Wechsler Adult Intelligence Scale III (WAIS-III) or Revised (WAIS-R); Woodcock-Johnson Psycho-Educational Battery-Revised: Tests of Cognitive Ability*
- Data about specific areas of information processing (e.g., perceptual ability, memory and processing speed);
- Information about academic achievement including current levels of reading, mathematics, writing and spelling ability;
 - Woodcock-Johnson Psychoeducational battery- Revised: Tests of Achievement;
 - Weschler Individual Achievement Test (WIAT); or
- Analysis of evaluation results including individual scaled subset scores and specific diagnosis.
- An interpretation of the test findings and the degree in which it affects the individual's academic performance
- Recommendations for appropriate accommodations to help compensate for the LD.

➤ ***Documentation of a Psychological Disability***

A current assessment based on the results of a comprehensive evaluation by a qualified professional (psychiatrist, licensed psychologist, clinical social worker) is required to validate eligibility for accommodations.* The assessment must include the following information:

- DSM IV diagnosis
- Characteristics of the disability
- Functional limitations caused by the disability in a University environment
- Summary of evaluation results, relevant history and treatment including current medication
- Projected duration
- Recommended accommodations

*Student may be required to furnish periodic recertification of continued need of accommodations.

➤ ***Documentation of a Physical Disability and/or Health related Disability***

A student with a physical disability (including **hearing** and **vision loss**) or a medical disability must submit a written report by a qualified professional (medical doctor, physical/occupational therapists, audiologist, etc.) to validate eligibility for accommodations.* The report must include the following information:

- A clear statement identifying the disabling condition
- Provide current information about the functional limitations caused by the disability in a University environment
- Recommendation of accommodations in the University setting

*Student may be required to furnish periodic recertification of continued need of accommodations.

Policies and Procedures

➤ ***Obtaining Services and Accommodations***

Students must contact the Director/Assistant Director of ARC as early as possible to request services and accommodations. The Director/Assistant Director and the student will discuss appropriate accommodations and prepare a ***Verified Individualized Services and Accommodation (VISA)*** form for instructors. It is the student's responsibility to photocopy and/or email present a copy of his or her VISA to each instructor, to inform the instructor when he or she needs to use an academic accommodation(s).

Appropriate accommodations may include arrangements that require ample advance planning, so early notice is essential. For accommodations, requiring considerable planning and preparation (sign language interpreter, CART, audio texts) it is strongly recommended that requests be made at least one month before the first class. Such notice will help to alleviate unnecessary inconveniences.

➤ ***Test Taking Policy and Procedure***

Students who are entitled to the testing accommodation of extended test time and/or testing in a distraction reduced environment must follow the following steps:

STEP 1: Contact the instructor

The student must notify the instructor if he or she wishes to utilize an accommodation(s) for *each* upcoming test. The student is not to assume the instructor knows he or she will be taking the exam in the ARC testing room. This notification must be made in advance/3-5 days prior to the exam so the instructor will have time to send the test to ARC. Without advance notice to the instructor, it may not be possible to provide the accommodation on the day of the test. Students and faculty are encouraged to make specific arrangements together as much as possible. Students should email the instructor and copy the ARC at ARC@cabrini.edu. The email should include the instructor's full name, course name and number, date and time of test to be taken in the ARC.

When circumstances make this impossible, ARC will assist with arrangements to the extent that space and resources allow. *NOTE: the student must give instructors a copy of the VISA which states he or she is entitled to testing accommodations.*

STEP 2: Contact ARC

If the student needs to take the exam in the ARC testing room, he or she must contact the ARC to reserve a place in the testing room for the exam. Without sufficient notice, appropriate space and/or assistance may not be available. All exams are to be taken at the same time as the class, unless a student's schedule includes back to back classes. Students are not to miss any new instruction due to their extended testing time accommodation. In this case, the test/exam will be taken at a different time than the class.

***NOTE:** special arrangements need to be made for late afternoon and evening classes; these arrangements must be made with the approval of the instructor and the ARC.*

Extended test time does not mean unlimited time. The Americans with Disabilities Act (ADA) does not require unlimited time for testing. The Office of Civil Rights has stated that individuals who are automatically provided with unlimited testing time are receiving an unequal opportunity over other students taking the same test in the classroom. Therefore, unlimited testing time will not be considered a reasonable accommodation by ARC.

All tests in the ARC testing room are monitored and/or recorded by video cameras and ARC staff.

Students taking exams in the ARC testing room must comply with Cabrini University's Academic Honesty Policy. If a student is found cheating, his or her instructor will be notified and he or she will be subject to the penalties outlined in the Cabrini University Student Handbook and catalog for violation of the policy.

➤ **Determination of Reasonable Accommodations**

Cabrini University provides reasonable academic accommodations for qualified students who disclose a disability that causes functional limitations in an academic setting. These accommodations are intended to help a student compensate as much as possible for the effects of a disability; they do not guarantee success. Reasonable accommodations are determined by ARC in conjunction with the student, based on the following considerations:

- Functional limitations caused by the disability as indicated in the documentation
- Student's description of need
- Course requirements

The University is not obligated to make an adjustment that substantially alters an essential element of a course or program, or impose an undue financial or administrative burden on the institution. Reasonable academic accommodations may not give a student with a disability an unfair advantage.

➤ **Residence Life**

The opportunity to participate in a learning/living environment is an important part of the Cabrini University experience. Requests for accommodations in housing are carefully evaluated on a case-by-case basis to ensure equal access to campus residences for students with disabilities. Current relevant documentation from an appropriate professional may be required confirming disability, identifying the specific impact of the disability in a residential setting and recommendation of appropriate accommodations. This documentation should be submitted to the Director/Assistant Director of Residence Life. When reviewing requests for special room assignments due to a disability, the following concerns will be given the greatest priority:

- Equipment needs such as wheelchairs, lifts, and/or assistive technology
- Medical needs of a personal nature requiring privacy and/or an assistant

The University does not provide personal care services for students with disabilities but does recognize the need for some students to arrange for personal attendant care while on campus.

Residence hall accommodations should be requested well in advance of the semester for which housing is needed. New students with disabilities who require accommodations for housing must indicate their needs on the residence hall application and complete the Housing Accommodation application forms available through the ARC or Residence Life. Returning students must submit their requests in writing to the office of Residence Life each year.

➤ ***Confidentiality and Disclosure***

Disclosure of a disability is voluntary. Disability related information is considered confidential material and does not become part of the student's academic record at the University. Information regarding the disability will not be released without consent unless required or permitted by law. Information about a disability is shared with members of the campus community only with permission from the student, and/or on a need-to-know basis.

➤ ***Mathematics Substitution***

Cabrini University offers various tracks to complete the required competencies in mathematics. A math placement exam is administered to all new students to determine the appropriate level of mathematics courses, one that is neither too difficult nor too easy. Students whose mathematical skills need strengthening will be required to take a two-three semester track or sequence of MAT 098/099, MAT 110, and MAT 111. Students with a diagnosis of Dyscalculia, and documentation may request the ARC Director/Assistant Director with approval from the Dean of Retention and Student Success Center to take Math 099 and BUS 231 Personal Finance in lieu of additional math courses.

Studying Abroad and Accommodations

Students with disabilities are encouraged to participate in the Study Abroad experience. Cabrini University's policies do not travel with the student. The accommodations utilized during the Study Abroad experience will be in accordance with the laws and policies of the host school. An accommodation form can be created for the student to present to the Study Abroad Program Director/Assistant Director if requested, but there is no guarantee it will be honored.

Grievance Procedure

Resolution of Disagreements about Accommodations

Faculty Disagreements Regarding Appropriate Academic Adjustments

If a faculty member has a concern about an appropriate adjustment that ARC staff recommended as appropriate for a particular student, the instructor should contact the Director/Assistant Director of ARC immediately. If the instructor disagrees with the recommended accommodations, and in conjunction with the Director/Assistant Director cannot identify an acceptable alternative that

provides the student with equal opportunity to participate in the class, the instructor and Director/Assistant Director should consult with the chair of the department as soon as possible to resolve the disagreement. If this effort is not successful, within five days the instructor should contact the vice president for academic affairs who will review the matter and issue a final decision. The instructor is expected to provide the recommended academic adjustment until the matter is resolved.

➤ ***Grievance Procedure for Students with Disabilities***

In compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 (ADA), Cabrini University is committed to providing equal educational opportunity and participation for qualified students with disabilities. In the event that students believe discrimination has occurred on the basis of disability, the University has developed a procedure for addressing grievances. Students who have concerns about disability discrimination under Section 504 and the ADA should take the following steps:

1. A student has the option of using an informal method of resolving his or her concern whenever possible by approaching the person who is the focus of their concern or contacting the Director/Assistant Director of the ARC at 610-902-8572 to discuss the matter and seek resolution. If documentation is not on file, the Director/Assistant Director may require the student to submit current, relevant documentation of the disability.
2. If student prefers, he or she may contact the Affirmative Action officer for Cabrini University directly.
The Affirmative Action officer is the Director/Assistant Director of human resources at 610-902-8206 in Grace Hall. A student contacting the Affirmative Action officer must do so in writing, explaining the nature of the dispute and the actions taken previously, if any, to resolve the issues. The student will also have the opportunity to present witnesses and other evidence. The Affirmative Action officer may ensure that an adequate, reliable and impartial investigation of the complaint is conducted and may consult with the parties involved to gather additional information and, when indicated, may convene a meeting of appropriate individuals to seek resolution of the dispute. The student will be informed, in writing, of the outcome of this process.
3. If the student is not satisfied with the outcome achieved through Step 2, the student may appeal the decision by contacting the Vice President for Academic Affairs at 610-902-8302 in Grace Hall. The appeal must be made in writing within 30 days of the date of the Affirmative Action officer's response, and include an explanation of the nature of the dispute, the actions previously taken to resolve it and the response received at the conclusion of Step 2. The Dean will review relevant information, consult with the appropriate parties when necessary and render a decision on the student's appeal. The student will be informed, in writing, of the outcome of this complaint.

4. If the student is not satisfied with the outcome achieved through Step 3, the student may contact the Office of Civil Rights in Philadelphia:

U.S. Department of
Education Office of
Civil Rights
The Wanamaker Building,
Suite 515 100 Penn
Square East
Philadelphia, PA
19107

215-656-8541

1-800-421-3481

Fax: 215-656-8605

E-mail: OCR.Philadelphia@ed.gov

All grievances will be processed in a timely manner, with final disposition not to exceed 180 days from the time the complaint has been filed in writing with the Affirmative Action officer. Students are encouraged to initiate a grievance with a reasonable time period and preferably in the same semester in which the matter arose.

Cabrini University guarantees the rights of students to initiate good faith disability discrimination grievances. Retaliation, reprisal or harassment directed against any student because he or she has filed a complaint, or participated in a complaint investigation, is strictly prohibited.

Campus Contact Information

Accessibility Resource Center	610-902-8572
Affirmative Action Officer	610-902-8206
Health Services	610-902-8400
Residence Life	610-902-8410
Public Safety	610-902-8246

Welcome to Cabrini!