



Title: Accessibility Services Policy	
Written by: Director of Student Services	
Date Initiated: 4/2007	Date Revised: 4/2011; 4/2012; 4/2013; 4/2014; 4/2015; 4/2016; 4/2024; 4/2025
Approved by:  Chancellor 1/12/2016 Date	Governing Board Approval: 1/12/2016 Date

PURPOSE

The purpose of this policy is to provide reasonable accommodations for individuals with disabilities as defined by applicable law.

DEFINITIONS

Reasonable Accommodations: Reasonable accommodations may include reasonable modifications to the College's policies, practices, and procedures where necessary for individuals with disabilities, unless doing so would alter requirements that are essential to the instruction being pursued or to licensing requirements. The College will also provide necessary and reasonable auxiliary aids and services for individuals with disabilities. Further, the College strives to remove barriers for individuals with disabilities and to provide services, facilities, and privileges to achieve equal opportunity for individuals with disabilities. Examples of some of the reasonable accommodations the College makes available include but are not limited to:

- Academic/Program Modifications
- Access to Facilities
- Classroom Access
- Communication Access
- Information Referral
- Parking
- Priority Registration
- Testing Accommodations

POLICY

Trinity College of Nursing & Health Sciences (the "College") complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990, as amended. It is the College's policy to provide individuals with disabilities full and equal enjoyment of the services, facilities, and privileges of the College. Specifically, the College does not discriminate on the basis of disability in its admission, recruitment, academics, research, financial aid, counseling, employment assistance, and/or any other service, facility, or privilege available to students or potential students.

Further, the College does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on disability. The College promotes an environment of respect and support for individuals with disabilities.

The College is committed to providing reasonable accommodations to individuals with disabilities. The professions for which the College offers programs, however, may have cognitive, sensory, affective and psychomotor functional requirements that are essential for the delivery of safe, effective care. Thus, individuals must be able to meet these functional requirements, with or without reasonable accommodation in order to participate in the College's programs. The functional abilities that are essential to engage in the practice of nursing and the health sciences, and which are required to be met (with or without reasonable accommodations) to participate in the College's nursing and health sciences programs are listed in the College Catalog under "Clinical Performance Standards".

Requesting Accommodation

Any applicant, student, or other individual who believes a reasonable accommodation is necessary to enable such person to seek admission, enroll, or otherwise participate fully and equally in a College program is encouraged to contact the Coordinator of Disability and Accessibility Services to discuss any needs he/she may have. The Coordinator of Disability and Accessibility Services will consult with the individual, faculty, staff, and other departments as necessary in an effort to arrive at a reasonable accommodation. It is the responsibility of the student or potential student seeking accommodation to identify his/her condition and provide the requested documentation. Students seeking an accommodation will be scheduled for a confidential meeting with the Coordinator of Disability and Accessibility Services to discuss the student's needs and complete an "Accessibility Services Student Intake Form" as provided by the Coordinator of Disability and Accessibility Services. To obtain accommodations by the start of a semester, the student should meet with the Coordinator of Disability and Accessibility Services as soon as possible, preferably at least six weeks before the first day of classes or, if the accommodation relates to a specific class(es), before enrolling in the class(es). However, accommodation requests can be made at any time. Such advance notice will allow students and the Coordinator of Disability and Accessibility Services a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate and effective, evaluate alternatives if appropriate, and to implement the resources for any necessary aid in a timely manner.

In addition to completing an Accessibility Services Student Intake Form the student will need to meet with the Coordinator of Disability and Accessibility Services. The Coordinator of Disability and Accessibility Services will review the Student Intake Form and request all documentation from the student's medical provider. Documentation requirements are outlined further in the section below. Reasonable accommodations are determined through the collaboration of the Coordinator of Disability and Accessibility Services, the student, faculty, individual departments, and outside professionals as warranted, with consideration for essential standards for courses, programs, services and activities, or status of facilities.

When a reasonable accommodation is deemed necessary, the Coordinator of Disability and Accessibility Services will develop a plan identifying the student's disability, the circumstances for which accommodations are needed, and the reasonable accommodations recommended by the Coordinator of Disability and Accessibility Services. The plan will be distributed to those with a need to know to put any accommodation in place. Additionally, the Coordinator of Disability and Accessibility Services will contact individual faculty members to discuss, as necessary, the recommended accommodations and the process for implementation. When it has been determined that accommodations are reasonable and necessary,

faculty are expected to assist in such implementation. If agreed-upon accommodations are not implemented in an effective or timely manner, then the student is encouraged to contact the Coordinator of Disability and Accessibility Services.

Individuals seeking admission and progression to clinical courses, and graduation from the College must be able to meet the physical and emotional requirement of their academic program of study. Individuals who pose a direct threat to safety and welfare may be denied admission, progression, or graduation. The College's individualized assessment of an applicant's or a student's threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration, and severity of the risk, and the probability that injury will occur.

Students who have concerns about the accommodations provided should address their concerns to the Associate Dean of Students. Those who wish to submit a grievance about discrimination or harassment related to disability services should follow the Fair Treatment Policy. The College endeavors to provide prompt and equitable resolution to student concerns.

Required Documentation

The College relies on students to self-report impairments, conditions, and disabilities as well as providing documentation from professionals in order to determine accommodations. Disability documentation from treating health care providers should conform to the following criteria:

1. Documentation must be from a professional who has undergone appropriate and comprehensive training, has relevant experience and licensure appropriate to their profession. Documentation must be current (within the past year). If it is not, then the Coordinator of Disability and Accessibility Services will request current documentation and, if necessary, will provide references for health care providers, including the option of using UnityPoint Health Employee/Student Assistance Program or a referral based on the type of documentation needed.
2. Reports must be on letterhead and signed by the treating health care professional, including titles and license descriptors as appropriate. Additional documentation may be requested.
3. Diagnostic statements must identify each condition, including ICD or DSM codes as appropriate, date/copy of the most recent full evaluation, and dates/copies of additional evaluations.
4. Current impact of the condition(s) described in a clinical narrative and through the provision of specific results from diagnostic procedures. As appropriate to the condition(s) and/or requested accommodation, including impact on major bodily functions (including, but not limited to the functions of the immune system, cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions), and functional impact on physical (mobility, dexterity and endurance), perceptual, cognitive (attention, distractibility, communication), and behavioral abilities. Descriptions should provide a sense of severity, information on variability over time or circumstances, expected duration of impact, and potential triggers. Descriptions should also include any significant side effects of treatment that may impact physical, perceptual, behavioral or cognitive performance.
5. Recommended accommodations, modifications, and services should be logically related to the functional impact of each condition, to ensure equal access and opportunity at the College. When connections are not obvious, they should be explained. The Coordinator of Disability and Accessibility Services and the Dean of Nursing & Health Sciences may assist in the College's evaluation of whether the accommodation is appropriate.

6. Medical information provided by the student will be kept confidential to the extent possible, except that information may be shared as necessary to implement accommodations.
7. Documentation will vary depending on the situation and claimed disability.

Academic Honesty & Integrity

An accommodation based on a student's disability may relate to the administration of testing, examinations, or other coursework. Students provided with such accommodations must continue to adhere to the College's academic honesty & integrity policy and to the College's standards of behavior. Failure to adhere to the academic honesty & integrity policy and the standards of behavior may result in corrective action.

PROCEDURES

1. The student must complete the Accessibility Services Student Intake Form.
2. The student must schedule a confidential meeting with the Coordinator of Disability and Accessibility Services and request documentation as noted in the preceding policy statements. The Coordinator of Disability and Accessibility Services will review the Accessibility Services Intake Form and supporting medical documentation and determine what if any reasonable accommodation(s) can be provided for the student related to enrollment as a student at Trinity College of Nursing & Health Sciences unless doing so would cause an undue financial or administrative burden on the College.
3. Other faculty/staff will be notified of the accommodation(s) on a need-to-know basis.
4. The reasonable accommodation will be put into place if deemed appropriate.
5. The Coordinator of Disability and Accessibility Services will evaluate the necessity of continuation of the student's plan for accommodations after each semester to determine the necessity of continuation, modification, or discontinuance of the plan is indicated.
6. Granted accommodations are not effective retroactively; students will not be able to re-do assignments or re-take exams with accommodations that they originally took before the requested/approved accommodation.

Training

The Coordinator of Disability and Accessibility Services will provide updates to this policy and notify the faculty and staff of the changes.

Laws and Regulations

Inquiries regarding federal laws and regulations concerning Trinity College's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 may be directed to:

U.S. Department of Education
Office of Civil Rights
Lyndon Baines Johnson Department of Ed Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov