

Policy:	Services for Students with Disabilities
Applicability:	All Doctor of Chiropractic Courses
Who is affected:	Doctor of Chiropractic Students
Effective:	Immediately
Policy Effective:	September 29, 2016
Last Revision Date:	September 29, 2016
Initiated By:	Academic Affairs
Responsibility:	Vice President for Academic Affairs
Policy Link:	http://lifewest.edu/wp-content/uploads/2016/09/LCCW_StudentHandbook_092916-1.pdf
Policy ID:	OAA.0005

Services for Students with Disabilities

Services for Students with Disabilities In keeping with the central tenet of its mission— commitment to service—Life Chiropractic College West is dedicated to the full access and inclusion of all students in its program. The Disabled Students Services professional (DSS aka the College’s Academic Counselor) is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by State and federal laws such as Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA, as amended 2008).

At the postsecondary level, it is the student’s responsibility to make his or her disabling condition known to the College and to assist in identifying reasonable academic adjustments (hereinafter accommodations). The College seeks to accommodate students with disabilities on an individual basis. The goal of all accommodations and auxiliary aids is to minimize the effects of the disability on the educational process.

The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity. Students with disabilities are not required to participate in the DSS program. However, if a student requests accommodations but does not want to register with the DSS professional, he/she will not receive accommodations unless disability documentation is submitted, which applies to any other student requesting disability-related services. The DSS professional will evaluate the disability documentation and discuss the request for accommodations with the student.

Students with known or suspected disabilities should meet with DSS professional upon acceptance to or enrollment at the College. When a student requests disability-related services, the student's disability is verified by the DSS professional pursuant to institutional guidelines for acceptable disability documentation.

Accordingly, disability documentation must be prepared by an appropriate licensed professional who is qualified in the diagnosis of the disability. The documentation must reflect the student's present level of functioning, the major life activity(ies) affected by the disability including the impact on learning, the prognosis and shall generally be between three and five years old. Costs for obtaining a diagnostic evaluation and report shall be borne by the student. Upon receipt of complete disability documentation, the DSS professional will review the documentation with the student to ensure he/she understands the information and is prepared to discuss reasonable accommodations. The DSS professional will then recommend accommodations to the Vice President of Academic Affairs (VPAA). Once approved, the VPAA will issue an "Accommodation Letter" specifying the accommodation(s) to which the student is entitled. An electronic copy of the letter is provided to the student, who is then responsible for delivering the letter via e-mail to instructors of his/her choosing. Accommodations become effective once the letter is sent. For written test-taking accommodations, students must submit a "Request for Alternative Testing" form to the Office of Academic Affairs at least five (5) working days prior to scheduled exams. Forms may be obtained through the Office of Academic Affairs.

Accommodations available to students with documented disabilities include, but are not limited to:

- A separate, distraction-reduced environment for test taking
- Additional time on tests • Reader (or JAWS screen reading software)
- Scribe for tests
- Altered test format (e.g., enlarged print)
- Digitally recorded exams
- Scantron assistance
- Preferred classroom seating
- Note taking assistance

Suspected Disabilities

Students experiencing academic difficulties are also encouraged to consult with the DSS professional to discuss the possibility of a previously undiagnosed or adult onset disability. Various approaches to learning barriers are explored in this process. The DSS professional works with the student to provide general counseling and assistance in evaluating the student's study habits, educational history, and to screen for possible disabilities. When screening for potential disabilities, the DSS professional will discuss with the student his or her perceived area(s) of difficulty, and may also administer preliminary assessments to determine if the student might benefit from an evaluation by a qualified professional. Referrals for appropriate local psycho-educational, medical or non-medical diagnosticians are available.

Disagreements

Once PRINTED, this is an UNCONTROLLED DOCUMENT.
Refer to the Life West Catalog for the latest version.

Where there is a dispute or disagreement regarding the provision of an accommodation that cannot be promptly resolved informally by the DSS professional, the student may file a complaint through the College's Student Complaint Procedures found in the Office of Academic Affairs or online at www.lifewest.edu. Pending resolution of any dispute regarding an accommodation, the accommodation will be provided. If a student is deemed ineligible for services upon registration, the DSS professional will provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the Student Complaint Procedures.

NOTE: The disability nondiscrimination provisions contained in the Student Complaint Procedures also apply to non-student participants in College programs, such as visiting/prospective students, who may also file complaints of discrimination through the College's Student Complaint Procedures.

Instructors cannot unilaterally deny approved accommodations and students may not be asked or required to negotiate with instructors or staff about the provision of accommodations or aids that have been approved by the DSS program. If an instructor does not understand or disagrees with the accommodation, it is the instructor's professional responsibility to contact the DSS professional to discuss the issue.

If a student is not provided an accommodation by an instructor, the student may not be required to set up a meeting with the instructor or be made responsible for inviting other College employees to a meeting to resolve the dispute. Responsibility for resolving the dispute lies with the DSS professional. Early notification by the student to the DSS professional regarding accommodation concerns is strongly recommended.

Retaliation

College policy prohibits retaliation against any individual who files a discrimination complaint or who participates in a discrimination inquiry. Examples of retaliation could include an instructor's disclosure of a student's disability status to other students, disclosure that a student has filed a discrimination complaint, or public attempts to enlist the support of classmates against a student who has filed a discrimination complaint. The disability status of students may not be shared with other individuals except with other College staff who have a legitimate educational need for the information. Instructors may not, except with consent from the student, disclose the disability status of a student.

Privacy

All information maintained by the DSS professional is confidential, part of the student's educational record and as such protected by the Federal Family Educational Rights & Privacy Act (FERPA) of 1974, (20 U.S.C. 1231g). According to that Act, information contained in educational records may be shared with other campus officials and employees who have a legitimate educational interest in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reasons for using student records connected with their

campus or other related academic responsibilities.

Other Important Information

Since the College curriculum may vary over the years, as can the nature of disabilities, accommodations may change. Therefore, it is recommended that accommodated students keep in touch with the DSS professional throughout their chiropractic education. A simple check-in at the beginning of each quarter is a good idea. While the College strives to accommodate students as fully as possible, accommodations do not include measures which fundamentally alter the academic program for the College or which place an undue financial or administrative burden on the College. Students who improperly procure accommodations under this policy (i.e., willingly defy protocol) will have their services temporarily or permanently revoked, and may be subject to possible disciplinary action under the Code of Student Ethics. Students with documented disabilities may request test accommodations from the National Board of Chiropractic Examiners (NBCE) for all four parts of National Board Exams. Applications and information are available from the DSS professional in the Office of Academic Affairs or at the Board's website www.nbce.org. Questions or concerns regarding accommodations should be directed to the DSS professional (504/ADA Coordinator) at +1 (510) 780-4500 x2061.

Amendment History

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09/29/2016 Adoption
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