12.5.2.1 Responsibilities of Students, Faculty and College 2/5/2016

Policy Statement

The College of Charleston and the Graduate School actively and affirmatively seek to accommodate any currently enrolled student with a certified disability.

Policy Manager and Responsible Department or Office

Disability Services/ Admissions

Purpose/Reason for the Policy

It is the responsibility of the student to:

1. Meet the admission requirements and maintain the academic standards of the College.

2. Provide adequate evidence of the disability based on established criteria. (Criteria may be obtained from SNAP Services or the CDS website.)

3. Apply and be approved for SNAP Services.

4. Request an accommodation in a reasonable time in advance of situations for which it is necessary.
5. Properly appeal an accommodation if he or she believes the accommodation is not adequate.

6. Follow the College’s Student Code of Conduct

It is the responsibility of the instructor to:

1. Provide and administer appropriate accommodations.
2. Justify the proposed accommodation or the denial of an accommodation if appealed by the student.
3. Suggest alternatives or negotiate accommodations with the student and/or a SNAP administrator if the recommended accommodations are unacceptable.

It is the responsibility of the College to:

1. Provide information to the faculty about types of disabilities and the availability of services.
2. Review documentation provided as evidence of disability.
3. Provide suggestions for accommodations.
4. Educate faculty and students about disabilities through teaching seminars and electronic communication.
5. Arbitrate appeals.

Procedures

1. Students must apply to SNAP Services, submit the required documentation, and be approved for SNAP Services to be eligible for accommodation. Students who are not registered with SNAP Services but are seeking special accommodation should be immediately referred by the professor to SNAP. Students are not entitled to accommodations prior to SNAP approval. Accommodations will not be granted retroactively.

2. When a SNAP student approaches an instructor and requests accommodation, the instructor may ask the student to provide a letter from SNAP Services certifying his or her SNAP status and approved accommodations. Requests for accommodation should be made no later than one week before needed to allow instructors time to arrange the logistics of the accommodation.

3. The instructor will decide (with the advice of SNAP personnel if requested) what accommodation will be made available. If the student objects to the accommodation, the decision may be appealed. Appeals are initially handled by SNAP personnel. If an agreement cannot be reached within two working days, a formal grievance should be filed.
View the Student Grievance Procedures from the College of Charleston Student Handbook, p. 58

This link is http://www.cofc.edu/~cds/studenthandbook_grievance.html

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Departments/Offices Affected by the Policy

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Procedures Related to the Policy

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Related Policies, Documents or Forms

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POLICY APPROVAL
(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 12.5.2.1

President or
Chairman, Board of Trustees  

Date: 2/5/16