Disability Services: General Policies

Policy/Procedure

Disability Services at Dickinson College seeks to ensure that all programs, services, and facilities are accessible to qualified students on a non-discriminatory basis. The office is committed to working with all eligible students with documented disabilities to provide reasonable accommodations in the academic or living environment. Disability Services facilitates the appropriate communication and information regarding students with disabilities and accessibility to faculty and the great campus community.

Requests for Accommodations

The Coordinator for Disability Services at Dickinson College reviews all requests for accommodations with the understanding that each student's circumstance is unique and that a flexible approach is the best way to determine appropriate accommodations for each situation. When students request accommodations, they must follow college policy for documenting a disability. Disclosure of a disability and requests for accommodations are made voluntarily by each student.

For students requesting accommodations, a Disability Disclosure Form is to be completed and submitted with appropriate documentation to the Coordinator of Disability Services before accommodation requests will be considered. The form is available online at www.dickinson.edu/departments/advising/disabilityservices.html. The Coordinator reviews all documentation to determine if the information submitted meets the college guidelines and substantiates the existence of a current disability. If this information is insufficient, it is possible that the Coordinator will request additional documentation before a decision can be made.

Handbook for Students with Disabilities

A Handbook for Students with Disabilities is available online and in hardcopy. The Handbook outlines issues of disabilities and legislation which guides colleges in serving students in post-secondary education. The handbook also provides information about the process for requesting and receiving accommodations at Dickinson College, along with information about the array of services available for our students with and without disabilities.

Requests for a Housing Accommodation Based on a Medical, Psychological or Disability-Related Need

Dickinson College is a four-year residential college, and residence halls are an integral part of the learning environment. Living within the community and learning to share space and be considerate of others is part of that learning experience. Requests for single rooms as an accommodation based on a desire to have a “quiet, undisturbed place to study” will be granted rarely. The Housing Accommodation Committee evaluates all requests thoroughly. To request an
accommodation, copies of the form titled "Housing Requests Based on Medical, Psychological or Disability Needs" should be filed with the appropriate office (Health Center, Counseling Center or Disability Services) and the Office of Residential Life. The form is available online at www.dickinson.edu/departments/advising/disabilityservices.html. The Housing Accommodation Committee (members are Director of Health Services, the Director of the Counseling Center, the Coordinator of Disability Services, and Director of Residential Life) will advise the Housing Director of the recommended housing configuration and possible alternatives. The final determination is based on the availability of suitable rooms. Please note that the availability of single rooms is extremely limited and granted rarely as a medical, psychological or disability accommodation.

Information required with housing request

A letter from your health care provider stating why a housing accommodation is necessary and how the request will ameliorate the impact of the diagnosed condition. This letter must meet the following criteria:

- include diagnosis and treatment plan;
- a description of the necessary housing configuration
- possible alternatives if the recommended configuration is not available
- include the credentials of the professional making the diagnosis;
- come from a specialist qualified to make this diagnosis;
- may not come from a relative of the student;
- be typed on letterhead and signed.

If you require specific accommodations such as an accessible bathroom, flashing fire alarm, hands free phone, or an extra phone jack for a TTY, then please include this information in the letter.

If you have any questions, please call the appropriate office: Health Center at ext. 1835 or e-mail health@dickinson.edu.; Counseling Center ext. 1485 or e-mail tracy@dickinson.edu; Disability Services at ext. 1080 or e-mail waybranj@dickinson.edu.

Meal Plan Accommodation/Exemption Request Based on a Documented Health Condition

Requests for accommodations/exemptions in the meal plan based on a medical disability are to be made by completing the form "Meal Plan Accommodation/Exemption Request Based on a Documented Health Condition." Please refer to the form for further directions in regard to making a request for a meal plan accommodation and submitting appropriate documentation.

Disabilities and Global Education

There are two legislative mandates which govern disabilities in higher education within the United States, the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). These two mandates do not extend beyond U.S. borders. Students with disabilities who are
planning to study abroad should consult with a representative of Disability Services at Dickinson College to discuss their disability-related needs

**Confidentiality**

The Office of Academic Advising is committed to ensuring that all information and communication pertaining to a student's disability is maintained confidentially and that such information is not shared with others in the College unless there is an educational need to share the information. Any disclosure of disability or accommodation-related information shall be made in compliance with law.

The following guidelines govern the disclosure of disability and/or accommodation information at Dickinson College:

1. Academic Resource Services (ARS) maintains the files related to disabilities and will only disclose information from those files to others within the College who have a legitimate educational interest in the information.

2. A student's file may be released pursuant to a court order or subpoena, to other third parties with the written consent of the student or as otherwise permitted by law.

3. If a student discloses a disability and requests and is granted accommodations at Dickinson College, the accommodation plan will be shared with others in the College responsible for the plan’s implementation. Depending on the accommodations granted, this may include disclosure of the plan to the Academic division and/or Student Life division of the College. Faculty in all classes in which the student is enrolled and where accommodation is required will be provided with the plan. The student has the right to refuse the implementation of his or her accommodation plan in any class or setting by directing ARS in writing not to disclose the information.

4. A student has the right to review his/her own disability support file with reasonable notification.

**Related Information**

**History/Revision Information**

Responsible Office/Division:
Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Academic Advising Web Site
(www.dickinson.edu/departments/advising/disabilityservices.html)