

AMERICANS WITH DISABILITIES ACT

An equal opportunity institution of higher education, ICAOM is committed to providing equal employment opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act, and Titles I and III of the Americans with Disabilities Act of 1990, it is ICAOM's policy that no qualified individuals shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any ICAOM sponsored program or activity. ICAOM reasonably accommodates qualified individuals with disabilities upon request. A professional assessment of a student or employee disability is required before the services can be engaged.

Documenting a Disability

Students who seek support services are required to submit documentation to verify their eligibility. The documentation must be signed by a certified physician or psychologist and include the following: (1) diagnosis of a specific physical or mental (including learning) disability and the precise accommodations that are necessary, and (2) reference to evaluation reports that are based upon the guidelines for certification.

It is important to meet with our Disability Officer as early as possible to ensure sufficient time to arrange and or provide services. Please feel free to contact the Disability Officer at 808-521-2288 if you have questions or would like to set up an appointment with our Coordinator.

Prior to the start of each semester, if you are eligible for any accommodations which requires advanced planning please contact the Disability Officer as soon as possible once your schedule is finalized. Please also follow each of the following steps to ensure a smooth transition into a new semester.

- Read your syllabi for each of the courses which you have registered for in the ICAOM Library. Please keep in mind that not all syllabi are available ahead of time.
- If you have been approved for the textbooks in an alternate format accommodation, purchase your texts as soon as possible and send a copy of the receipt(s) to the Disability Officer so that your texts can be requested.
- Within the first week of school, meet with each of your Professors in a private and quiet setting (i.e. office hours) to discuss your accommodations and how each accommodation will be implemented in their course.
- Be aware of important deadlines such as the last day to drop a course with and without a "W".

Students' FAQ

1. Should I tell about my disability on my application to college?

You are not required to disclose your disability at any time and the college is prohibited by Federal law from asking you about a disability on the application form. If you believe your disability has had a negative impact on your grades and test scores and, thus, those scores do not truly reflect your ability to do college level work, then it might benefit you to explain that to the admission officer or committee. However, this is a personal decision that you should also discuss with knowledgeable folks such as your parents, school counselor, vocational rehabilitation counselor, or even someone at the college. Often, once a student has been accepted, the college will give incoming students information regarding the office or offices that provide services for students with disabilities as well as time frames for requesting accommodations. It is, then, up to you to contact the appropriate officials if you feel you will need services.

2. Are there any scholarships for disabled students?

Generally, no, there are no Federally-funded scholarship or loan programs specifically targeted to students with disabilities. However, there may be local or regional scholarships or loan programs established by eleemosynary or charitable organizations for which you might be eligible. You should contact the Student Aid Office at the colleges you are considering; they are knowledgeable about the various scholarships and loan programs available and often can give you a list which describes the qualifications and application deadlines required for the various loans and scholarships. If you are not a client of Vocational Rehabilitation, you may wish to apply for services from VR to see if you are eligible and could receive support.

3. How do I find out what my rights are in college?

The college may very well provide you this information in the admission packet. Prior to that, you can go online to Office for Civil Rights, U.S. Dept. of Education's page: <http://www.ed.gov/policy/rights/guid/ocr/disability.html> which provides access to the Federal law and regulations as well as some FAQ's. You may also contact the college's office for disabled student services which can provide you information on Federal, state, local, and campus regulations that you should know.

4. Where do I go to get tested for a learning disability or ADD?

If you regularly see a family doctor, ask him or her if they can make a referral to someone that can provide you with the appropriate testing. You may also contact the college's office for disabled student services for a recommendation. You can go online and research possibilities through the Learning Disabilities Association of America, <http://www.ldanatl.org/>

6. My doctor says I should get unlimited time for taking tests. The disability office says I'm allowed time and a half – why?

The college has the responsibility under Federal law for ensuring access to their programs and activities by students with disabilities. Often, the office for disabled student services is delegated the authority to make decisions on what is regarded as reasonable adjustments to ensure equal access because they have the knowledge, credentials, and experience to do this. The office often uses medical or other professional documentation provided by the student as a basis for making such decisions but they are not required to follow exactly the recommendations made in the documentation provided. If you feel the decision is not fair or appropriate, you may utilize the college's appeal process or file a complaint with the Office for Civil Rights.

7. My professor refuses to give me my accommodations; what can I do?

You should discuss the issue with the Disability Officer. The processes and procedures used by colleges for providing accommodations vary greatly but all are directed towards ensuring equal access to their programs for students with disabilities. The office can guide you through the appropriate actions you need to take or they may need to intercede. You may need to utilize the college's appeals process or file a complaint with the Office for Civil Rights, both of which are processes that are generally used if all other avenues have failed.

Reference:

http://www.ahead.org/web_edit/index

AHEAD — 107 Commerce Center Drive, Suite 204 Huntersville, NC 28078 USA

PHONE: (704) 947-7779 FAX: (704) 948-7779

Confidentiality

Information regarding a student's disability is private. Any documentation presented to the Disability Office is kept within the office of admission which only Disability Officer, Registrar, CFO, and CEO have access to and will not share any student's medical documentation with anyone unless the student authorizes it or in the event of an emergency on a need to know basis.

The Letter of Accommodations which is given to Instructors by students does not provide any specific information regarding a student's disability. Students are not obligated to inform their Instructor of their specific disability. It is the student's decision to disclose their disability to others.

Rights and Responsibilities

Assisting students with disabilities is a shared responsibility by everyone within the school. Below you will find a brief outline of the general rights and responsibilities of the Disability office, student, and Instructor.

Role of the Disability Office

- To be a resource for University faculty and staff in creating an accessible learning environment for all students
- Review documentation provided by the student with disabilities and determine appropriate accommodations
- Discuss with students the process and procedures for obtaining accommodations

Student's Rights

- Have access to courses, facilities, and programs offered through the school
- Appropriate confidentiality with regards to their disability(ies) and disclosure of information except when required or permitted by law
- To receive reasonable academic accommodations, auxiliary aids or services, and academic adjustments

Student's Responsibilities

- Check their email on a regular basis as that is the primary source of communication to and from the School
- Self-identify themselves to the Disability Office and their Instructors
- Pick up a current version of their accommodation letter or request an electronic copy from the Disability Office within the first week of each registered term/semester
- Arrange a time to sit with each of their Instructors in a private setting (i.e. office hours) to discuss the accommodations stated on their accommodation letter and how they will be implemented in that specific course
- Follow Disability Officer procedures when obtaining accommodations, auxiliary aids and or services
- Notify Disability Officer and other appropriate offices when taking a leave of absence, transferring to another school, or withdrawing

Instructor's Rights

- Ask for a current letter of accommodations if the one presented to them is out dated
- May deny any **retroactive** accommodations
- To not provide accommodations to students who are not registered with the Disability Officer

Instructor's Responsibilities

- Check their email on a regular basis as that is the primary source of communication to and from the School
- Discuss the student's accommodations in a private setting
- Respect the student by keeping their disability information confidential
- Provide the accommodations that are listed on the letter of accommodations in a way which was agreed upon between student and Instructor