

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 322

SUBJECT: Students with Disabilities

Responsibility of: RSHS Program Directors
Revised: June 2020 Reviewed: June 2020

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

PURPOSE:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended, the School is committed to providing equal access for individuals with disabilities and welcomes qualified students with disabilities to the school community.

POLICY:

Disclosure of disability is voluntary, and the information will remain confidential. Current professional documentation of a disability is required to help assist the faculty to determine the appropriate accommodations.

At the post-secondary level, responsibility for facilitating accommodations rests with the student who must provide the appropriate documentation from a professional outlining a diagnosis and request for accommodations. Your IEP from high school may assist by providing important information, but does not follow you to the post-secondary environment. In order to receive accommodations, you must have a documented diagnosis and disability.

After accommodations are approved, students must individually inform the course coordinator of each course and work out the necessary details for accommodations with each instructor prior to the beginning of the course. Coordination of student accommodations will be provided by the RSHS Program Director for all courses in the curriculum including general education courses taught by the collegiate vendor (but it is the student's responsibility to provide a copy of the accommodation request form - page 1 – and communicate with each individual professor regarding the need for accommodations.).

All students, regardless of disability status, are responsible for fulfilling the essential requirements of a course. This includes communicating with the professor and knowing and understanding the specific policies in regards to attendance and the make-up of any assignments, tests, etc. according to the course syllabus. Students are encouraged to review the course syllabus and consult with instructors/professors for further information regarding course requirements.

In order to complete a course successfully, students must demonstrate that they have learned course content, met course objectives, achieved student learning outcomes, and where applicable have demonstrated safe clinical practice. All course requirements must be achieved in order to receive a passing grade for the course and progress within the curriculum.

DEFINITIONS:

Disability – The ADA defines a person with a disability as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.
(<https://www.ada.gov/pubs/adastatute08.pdf>)

Note: The following situations do not in and of themselves constitute a disability: Not desiring to ride a shuttle bus (unless a disability is identified), test anxiety, being easily distracted, language, pregnancy.

PROCEDURE:

Responsibility for facilitating accommodations is a joint responsibility of the student, Program Director, and faculty.

Student Responsibilities

A student wishing to receive accommodations must:

- Follow the published procedures for obtaining reasonable accommodations
- Acquire professional documentation of a disability.
- Complete the *Accommodation Request Form* (see next page)
- Contact the Program Director to initiate the accommodation process
- Provide current professional documentation of disability and completed *Accommodation Request Form* to the Program Director
- Present the completed Accommodation Request Form (signed by Program Director) to the faculty course coordinator(s) for each enrolled course for which the student is requesting special accommodations each semester. This notification should be provided prior to the beginning of a course. Notification later in a semester may impede the ability of the faculty to provide adequate accommodations.
- Remind course coordinator of your need for testing accommodations at least one week in advance of each examination; failure to give one week notice may result in faculty's inability to arrange for accommodations
- Meet with faculty to develop a plan of action when necessary
- Keep the faculty informed regarding matters of concern
- Notify Program Director immediately regarding any concerns related to fulfillment of Accommodation Request
- Review and follow the Special/Private Testing Room Accommodation Conduct Requirements as provided at the end of this document.

Program Director Responsibilities

- Facilitate a meeting with the student upon student request
- Answer questions student may have about reasonable accommodations
- Review, complete and sign the Accommodation Request Form
- Provide a copy of the completed and signed Accommodation Request Form to the Registrar for placement in in the student's file.

- Provide a copy of the completed and signed Accommodation Request Form to the student with instructions that the student is to individually inform the course coordinator of each course of the need for accommodations, and work out the necessary details for accommodations with each instructor.
- Complete Section III if the student is requesting flexibility with attendance.
- Collaborate with RSHS Director as needed for provision of accommodations or questions related to implementation of the policy.

Faculty Responsibilities

- When approached by student, the Course Coordinator/Course Leader should schedule a meeting to discuss disability and requested accommodations.
- Review completed and signed Accommodation Request Form.
- Notify Program Director of any discrepancies between the student's request to the faculty and the documentation on the Accommodation Request Form
- Course Coordinators/leaders are responsible to communicate the request for accommodations to other faculty within the course who need the information as part of their assigned duties.
- Faculty are responsible to provide reasonable accommodations to meet the student's requests.
- Faculty are responsible to communicate with the Program Director any time a request for an accommodation cannot be fulfilled and the reasons behind the denial.
- All questions or concerns should be referred to the Program Director.

EDUCATION AND TRAINING: None

REFERENCES:

PA State Board Of Nursing Request Form for Accommodations retrieved from :
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Documents/Applications%20and%20Forms/RequestForAccommodations.pdf>

ADA Act of 1990 as amended retrieved from: <https://www.ada.gov/pubs/adastatute08.pdf>

COMMITTEE AND COUNCIL APPROVALS: SHS Director's Meeting, (June 22, 2020)

CANCELLATION: Tower Health policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.

**Policy 322: Students with Disability
Accommodation Request Form**

Section I: This section to be completed by the Student

I _____ have submitted official professional
(Name of student)
documentation of a disability to my Reading Hospital School of Health Sciences Program
Director.

_____ Program.
(Name of program)

I am requesting the following accommodation(s) as described in the submitted documentation. I have reviewed and understand the Special/Private Testing Room Accommodation Conduct Requirements.

(check those that apply)

- Extended testing time for examinations
- Separate testing environment
- Other accommodation as listed here:

Signed by Student _____ Date _____

Signed by Program Director (or designee) _____ Date _____

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Note: The signed and completed original of this form is placed in the student file attached to the professional testing results and recommendations. One signed copy of this form is given to the student. It is the student's responsibility to discuss this request with the course coordinator/course leader/ course faculty for each enrolled course for which the student is requesting special accommodations. A copy of this request form must be submitted to the course coordinator/leader/faculty with a minimum of one week notice to permit the faculty adequate time to arrange for the required accommodations. The student may request additional copies of this form from his/her file.

The accommodations listed above have been approved solely for the identified program listed at the Reading Hospital School of Health Sciences and will not automatically carry through for future testing accommodations for licensing/certification examinations outside of this school.

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Section II: Healthcare Provider Documentation of Disability

This section must be completed by a licensed healthcare provider authorized to diagnose the condition that establishes the basis for the disability accommodation request. Although this documentation form is mirrored after an accommodations form used for professional licensing examinations, this request is for the specific use of Reading Hospital School of Health Sciences (RHSHS) for the purpose of providing accommodations to assist with learning while enrolled at RHSHS.

A copy of the most recent evaluation related to the diagnosis and applicable testing must accompany the request to be considered valid and complete (examples: Neuropsychological evaluations, psychoeducation evaluations, medical evaluations, physiological assessments, audiogram)

Applicant's name: _____

Specific Diagnosis(es): Diagnostic Code(s) and Titles(s):

Treatment /medication history:

Date of initial diagnosis and treatment _____

Date of most recent testing/evaluation (copy of evaluation attached) _____

Current Treatment/medication status:

Specific accommodations requested and rationale:

Professional's Signature: _____

Professional's name (type or print clearly): _____

State of licensure: _____ Professional license #: _____

Specialty certification/qualifications (as applicable): _____

Section III: This section to be completed by the Program Director accompanied by the student only if the student's disability requires accommodation for "flexibility with attendance"

Student: I am requesting an accommodation for flexibility with attendance due to a disability which may impact my attendance as documented in the accompanying documents from my health care provider. I have reviewed and understand the Accommodation Requirements listed below.

I _____ hereby agree to the following:

(Student places initials each section in specie provided)

(_____) All students, regardless of disability status, are responsible for fulfilling the essential requirements of a course. This includes communicating with the professor and knowing and understanding the specific policies in regards to attendance and the make-up of any assignments, tests, etc. according to the course syllabus. Please see your course syllabus and consult with your instructor/professor for further information regarding other course requirements.

(_____) Students' grades may be negatively affected in some courses (such as lab sciences, and clinical courses) in which attendance at graded examinations, class participation and/or class or clinical attendance are an essential part of the grade.

(_____) Students who are given the accommodation for "flexibility with attendance" must discuss this accommodation with each instructor **prior to the start of the each semester**. Do not wait until an absence occurs. This discussion should help the student and professor understand how the student can meet the essential requirements of the course. This includes class participation and attendance requirements. Students and faculty can consult with the Program Director for further information and assistance. Students should meet professors during office hours or schedule an appointment. In general, an accommodation for attendance may permit the student 150% to 200% of the absences permitted by the course syllabus. The number of allowable absences will be determined by the Program Director and may be more or less than the 150%-200% guideline depending on the nature of the course requirements and ability for make-up work. If the number of absences becomes significant and/or compromises attendance and participation requirements, the student should meet with the Program Director to discuss whether or not it would be in the best interest of the student to withdraw from the course or semester. There are a limited number of make-up hours available each semester.

(_____) In each individual instance, it is the students' responsibility to notify instructors about their inability to attend a class/clinical or complete assessments/exams, or to submit assignments. The student must notify the instructor **before** the class/clinical and as soon as possible.

(_____) Students will **only** use this accommodation for disability related absences. Absences due to religious holidays, sporting events, athletic activities, family and personal obligations, etc. are not reasonable uses of this accommodation.

(____) Students can discuss or review missed classroom information by meeting with their professor during office hours or by appointment. Students should read textbook chapters, online handouts, etc. before the meeting. The student should be prepared to discuss questions about the material. Please note that professors will not be able to re-teach the class(es), especially given that the professor cannot re-create classroom discussions and the contribution of other students.

(____) In order to complete courses, students must demonstrate that they have learned material and met course objectives. The syllabus and professor will clarify these objectives and methods of assessment. In order to earn satisfactory grades, all students must demonstrate that they have met the objectives of the course. While students may receive accommodations in time to achieve requirements, the grading requirements are not altered, and all students must demonstrate satisfactory achievement of all course requirements at the same level of competency.

(____) Students are responsible for making up any missed assignments, clinical hours, and/or examinations. The student should meet with the professor during office hours to discuss alternate assessment and assignment dates.

(____) Some students may find taking a reduced course load makes keeping up with work more manageable. Students can discuss the possibility of taking a reduced course load with their Program Director. This is program specific.

I, _____ (student name) understand the conditions regarding my “flexibility with attendance” accommodation as described above. I agree to the conditions above and have had an opportunity to review the conditions with the Program Director. I agree to communicate with my professor if my symptoms/condition will impede me from attending class or clinical. **This communication will occur as soon as possible from the day/time of the missed class/clinical.**

Signed by Student _____ Date _____

Signed by Program Director (or designee) _____ Date _____

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Note: The signed and completed original of this form is placed in the student file attached to the professional testing results and recommendations. One signed copy of this form is given to the student. It is the student’s responsibility to discuss this request with the course coordinator/course leader/ course faculty for each enrolled course for which the student is requesting special accommodations. A copy of this request form must be submitted to the course coordinator/leader/faculty with a minimum of one week notice to permit the faculty adequate time to arrange for the required accommodations. The student may request additional copies of this form from his/her file.

The accommodations listed above have been approved solely for the identified program listed at the Reading Hospital School of Health Sciences and will not automatically carry through for future testing accommodations for licensing/certification examinations outside of this school.

Special/Private Testing Room Accommodation Conduct Requirements

Students who take examinations whether in a classroom or in a private setting are encouraged to familiarize themselves with the Academic Integrity Policy. The following guidelines are adapted from classroom testing guidelines and must be followed when taking an examination in a private setting. (The list below is provided as examples of behaviors expected under the Academic Integrity Policy and is not intended to be all-inclusive.)

1. The student must leave all personal items with the faculty or staff member who is proctoring the examination/quiz/test. The student is not permitted to bring or have any items in the testing room while the examination/quiz/test is taking place. (The only exception is a single pen or pencil as needed for calculation exams.) Backpacks, notebooks, or notes of any kind are not permitted in the testing environment. Cellphones are not permitted in the testing environment even if “out of sight” and/or turned off. No food, drink, or edible item of any kind is permitted in the room during testing. Paper will be provided by the proctor according to course/program guidelines.
2. The student is not permitted to use the computer for any purpose other than taking the test. Moving off of the test site to any other site on the computer is not permissible at any time while in the testing room.
3. The student is permitted to use the wall telephone during the examination only to make a direct call to the proctor’s 4-digit office phone extension or pager. All other telephone calls from the testing environment are prohibited.
4. A student leaving the testing environment for any purpose (such as use of bathroom or taking a break for a drink) must inform the proctor prior to leaving the room. Students may be accompanied by the proctor at this time.
5. Students must hand in all examination materials (including scrap paper if previously provided) to the proctor prior to picking up or using personal items.
6. Students are encouraged to review the Academic Integrity Policy for further guidance. Any breaches of conduct (including those not described above) will be handled under the Academic Integrity Policy guidelines and can result in disciplinary action as defined in the Academic Integrity Policy.