

BAKER COLLEGE

SPECIAL NEEDS / DISABILITY SERVICES PROCEDURES

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), Baker College recognizes that qualified students who have been diagnosed or identified as having a learning, physical, or emotional disability are entitled to reasonable accommodations. Baker College is committed to making every effort to providing reasonable accommodations. The Special Needs/Disability Services Coordinator and the student will work together to ensure appropriate accommodations.

RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Be treated with dignity and respect
- An equal educational opportunity
- Appropriate confidentiality of personal disability information except as required or permitted by law
- Reasonable and timely accommodations
- Equally effective communication

Students seeking accommodations have the responsibility to:

- Meet and maintain essential academic and technical standards required for each program
- Self-identify as a person with a disability with the SN/DSC
- Provide current documentation of the disability
- Read and understand their responsibilities in the partnership in order to gain or achieve full access to Baker College's educational opportunities
- Adhere to Baker College's Basic principles of Student Responsibility
- Pay the cost associated with diagnosis, evaluation, and testing

Baker College has the responsibility to:

- Provide information concerning disabilities and disability awareness
- Provide reasonable and appropriate accommodation(s), auxiliary aid(s) or service(s), for students with disabilities upon request, in a timely manner
- To maintain appropriate confidentiality of records and communication, except where permitted or required by law
- Inform students with disabilities of College policies and procedures for filing an appeal or formal grievance

Baker College has the right to:

- Maintain the college standards
- Request from a student current, sufficient documentation, completed by an appropriate professional, to verify the need for reasonable accommodation(s), auxiliary aid or services
- Discuss the student's need for reasonable accommodation(s), auxiliary aid(s) or service(s) with the professional source of the student's documentation with the student's signed consent authorizing such discussion
- Select among equally effective and appropriate accommodation(s), auxiliary aid(s), or services

- Deny a request for accommodation(s), auxiliary aid(s), or service(s) if the documentation fails to verify the need for the requested services or the documentation is not provided in a timely manner
- Refuse to provide accommodation(s), auxiliary aid(s) or service(s) that are inappropriate or unreasonable, including any that
 - Pose a direct threat to the health and safety of others;
 - Constitute a substantial change or alteration to an essential element of a course or program
 - Constitute a substantial alteration in the manner in which the College provides your services
 - Pose undue financial or administrative burden on the college

THE FOLLOWING INDIVIDUALS AND OFFICES HAVE BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING SPECIAL NEEDS/DISABILITY SERVICES

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