

Identification Policy

Summary

Students must self-identify with the Center for Accommodation and Access before students can receive accommodations.

Purpose

This document presents the laws and requirements related to identification of students with disabilities.

Policy

Section 504 of the Rehabilitation Act of 1973, SubPart E, 84.42 (b) "generally prohibits, except under specific circumstances, preadmission inquiries as whether an individual has a handicap. Inquiries can be made, after admission, on a confidential basis, as to handicaps that may require accommodations. " (Section 504, Compliance Handbook, Thompson Publishing Group).

In accordance with the above regulation, a statement regarding the process of self-disclosure for students with disabilities is included on the application for admission, in the Columbus State University catalog and course catalog, and on the acceptance letter.

In order to determine eligibility for services and to provide the most reasonable and appropriate accommodations, documentation of the disability must be provided by a qualified healthcare provider. The student is responsible for obtaining the appropriate documentation. Currently, the Board of Regents of the University System of Georgia states, "Since the manifestations of a learning disability may change over the period of childhood and adolescence, documentation must reflect either data collected within the past three years or after the age of 18."

http://www.usg.edu/academic_affairs_handbook/section3/handbook/C793/#LD

The documentation must support the need for the accommodation(s) being requested. It should clarify the areas of learning which might be affected and include specific recommendations for the appropriate accommodations for the student. Criteria for acceptance of outside documentation are available at the Center for Accommodation and Access. Additional testing may be requested if the evaluation provided does not meet the University System Board of Regents guidelines. Costs related to testing or evaluation is the responsibility of the student if the documentation does not meet the Regents

guidelines.

If the student has made a reasonable effort to obtain documentation from the health care provider and it is not complete, the Center for Accommodation and Access will intervene in obtaining the information upon the student's request. At times, the documentation may not be complete (missing a signature, accommodations, etc) and the Center for Accommodation and Access will fax or send the documentation back to the healthcare provider. This is done on a case-by-case basis.

Referrals to the Center for Accommodation and Access may come from any point in the university system, community or families. However, the student must self-identify, make contact with the Center for Accommodation and Access, and provide adequate documentation before accommodations can be provided. Faculty who suspect that a student may have a disability should refer the student to the Center for Accommodation and Access so that adequate and proper documentation is obtained.

Self-disclosure and documentation can be initiated anytime during the year. However, reasonable time must be allowed before the student can expect accommodations to be in place. Accommodations can not be retroactive, and begin only after documentation and reasonable time for accommodation development is allowed. If the student has been afforded accommodations (by a previous coordinator) but is found to not have sufficient documentation, then the student is notified and given a semester to obtain sufficient documentation, while being accommodated temporarily.

New students are notified of documentation status approximately one week upon receipt of the documentation via letter, email or phone call. Students are notified if the documentation is adequate for the accommodations requested. Students are encouraged to call the Center for Accommodation and Access if there are any questions.

Accommodations are not retroactive. Accommodations begin first upon the completion of the identification process and, additionally upon notification each semester of enrollment by requesting a letter of accommodations from the Center for Accommodation and Access and upon that letter being provided to faculty for the current semester.

Related USG Policy

4.1.5 Students with Disabilities

Last Update

5/25/17

Responsible Authority

Director of the Center for Accommodation and Access