NOTICE OF INTENT: To Change Faculty Administrative Manual to More Clearly Define Faculty Responsibilities with Regard to Students with Disabilities Policy.

With specific changes to FAM Administration section

Article VIII. FACULTY INTERACTION WITH STUDENTS
C. Students With Disabilities

**INTENT:** The change will clarify the respective responsibilities of the College, student, and instructor in collaboratively determining and providing reasonable accommodations for qualified students with disabilities.

In this copy, the suggested language, as it would appear in the FAM, is shown without comparison to the existing FAM language.
C. **Students With Disabilities**

The College of Charleston is committed to providing equal access to educational opportunities to qualified students with disabilities as required by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and other applicable law regarding students with disabilities. Under these laws, no qualified student with a disability shall be denied access to or participation in services, programs, and activities of the College. In this regard, the College provides qualified students with disabilities reasonable accommodations that are not unduly burdensome on the College and do not fundamentally alter the nature of the service, program or activity (referred to throughout as “reasonable accommodation”). The Center for Disability Services (CDS) is the primary office that coordinates reasonable accommodations and services for students with qualified disabilities. The College provides avenues for filing appeals concerning accommodations and prohibits retaliation against any person who reports/participates in such procedures.

The following responsibilities foster a collaborative approach in arriving at reasonable accommodations in the context of academic programs. As stated above, accommodations may not be unduly burdensome or fundamentally alter the nature of the academic program.

It is the responsibility of the student to:

1. meet the admission requirements and maintain the academic and technical standards of the College;
2. make a request to be approved for SNAP (Students Needing Access Parity) services, provide adequate evidence of the disability based on established criteria and communicate with CDS reasonably in advance of situations for which it is necessary;
3. meet obligations related to accommodations offered/provided (e.g., providing appropriate notification to the instructor);
4. communicate concerns related to accommodations to a CDS administrator.

It is the responsibility of CDS to:

1. provide information to the faculty about types of disabilities, disability-related issues and the availability of services;
2. review documentation provided as evidence of disability;
3. recommend reasonable accommodations;
4. where an accommodation is disputed, facilitate a collaborative dialogue to establish a reasonable accommodation, normally before the conclusion of the drop/add period at the beginning of a semester;

5. communicate to the student, instructor, academic chair, and dean any final resolution about the college’s reasonable accommodation.

It is the responsibility of the instructor to:

1. maintain the confidentiality of a student’s disability status and accommodations;

2. be familiar with the availability of disability services at the College;

3. provide and administer reasonable accommodations;

4. if the instructor believes the accommodations recommended by CDS are unduly burdensome or fundamentally alter the nature of the course, communicate concerns and recommend alternative accommodations to a CDS administrator and the department chair or dean.

It is the responsibility of the College to:

1. ensure that the institution complies with state and federal law,

2. provide support to academic units in the provision of reasonable accommodations

3. resolve concerns and appeals related to accommodation requests;

4. in cases where there is a continuing difference of opinion between the instructor (and academic unit leader) and CDS about the accommodation, the faculty member and CDS should work with the chair- the dean, a representative of the Provost’s Office, and Legal Affairs to agree on a reasonable accommodation; within two weeks. When a difference cannot be resolved at those levels, the Provost should make a final determination, normally within no more than one additional week.