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.

For these changes a single strike through text is a deletion from existing language, underlined text is new language. While not required, since this section of the FAM is under administrative control, a vote in favor of this change would indicate to the administration, faculty senate agreement to the change.
C. **Students With Disabilities**

The College of Charleston and the Graduate School of the College of Charleston actively and affirmatively seek to accommodate 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 any currently enrolled student with a certified disability 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 and Graduate School;

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. apply and be approved for SNAP services;

4. meet obligations related to accommodations offered/provided (e.g., providing appropriate notification to the instructor);

5. request an accommodation a reasonable time in advance of situations for which it is necessary; communicate concerns related to accommodations to a CDS administrator.

6. properly appeal an accommodation if he or she believes the accommodation is not adequate
It is the responsibility of CDS to:

1. provide information to the faculty about types of learning disabilities, disability-related issues and the availability of services;

2. review documentation provided as evidence of disability;

3. provide suggestions for reasonable accommodations;

4. educate faculty and students about learning disabilities through teaching seminars and newsletters;

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 appropriate reasonable accommodations;

2. justify the proposed accommodation (or the denial of an accommodation) if appealed by the student;

3. suggest alternative or negotiate accommodations with the student and/or SNAP coordinator if the recommended accommodations are unacceptable.

3. 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 and Graduate School to:

1. provide information to the faculty about types of learning disabilities and the availability of services;

2. review documentation provided as evidence of disability;

3. provide suggestions for accommodations;
4. educate faculty and students about learning disabilities through teaching seminars and newsletters;

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

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

3. attempt to resolve concerns and appeals related to accommodation requests;

5.4. “arbitrate appeals.” 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.