College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance

April 24, 1997

Walter Pharr, Chair and Acting Secretary  Computer Science
John Creed  Political Science
Elaine Griffin  Spanish
William Lindstrom  Dean of Undergraduate Studies
Deborah A. Miller  Physical Education and Health

The meeting of the Committee for April 24, 1997, was called to order at 1:08 PM.

petitioned to be allowed to cross-register for CHEM 231/231L at Trident Technical College. The petition was approved.

petitioned to be allowed to take MATH 120 and CHEM 112 at Harford Community College. The petition was approved.

The Committee had previously examined a proposal for a "Policy and Procedures for Accommodating Students with Learning Disabilities". A motion passed that the attached Policy and Procedures be submitted to Robert Mignone, Speaker of the Faculty, and that the Committee make a motion before the Senate at its first meeting in the Fall that this Policy be adopted as the official College Policy.

The meeting was adjourned at 2:03 PM.

Respectfully submitted,

Walter Pharr
INTEROFFICE MEMORANDUM

To: Faculty Committee on Academic Standards
   William A. Lindstrom, Dean
+From:
Date: April 21, 1997
Subject: Policy and Procedures for Accommodating Students with Learning Disabilities

In Spring 1994 this committee approved and provided to the faculty senate speaker a version of the attached document (Policy and Procedures for Accommodating Students with Learning Disorders and a Summary of Procedures) to replace the outdated statement printed in the Faculty/Administration Manual (EE.2, p137). The revision was (and is currently) necessary because in the manual the Office of Undergraduate Studies is charged with making the determination of certification of a learning disability and then serves as the appeal body for a student denied that certification. The 1994 committee decided it should serve as the appeal body.

The attached document also clearly gives student, faculty, and administration responsibilities in appropriate accommodation of students with learning disabilities. This process also needs a timely route of appeal when disagreements arise as to the appropriateness of requested accommodations. Again, the committee decided to serve as that body.

At this time, I am aware of no cases, pending or in the past, where either of these appeal processes has been needed, but the United States Office of Civil Rights expects us to have the processes and to make them known to students.

Even though the original policy and procedure statement was approved by this committee in 1994, I would like a reconsideration due to a few changes in the process and a vote of approval before it is sent directly to the Senate at as early a date as is possible.

FROM THE DESK OF...

WILLIAM A. LINDSTROM, DEAN
OFFICE OF UNDERGRADUATE STUDIES
COLLEGE OF CHARLESTON
66 GEORGE STREET
CHARLESTON, SC 29414

(803) 953 5674
Fax: (803) 953 5544
Process for Requesting Accommodations

Student self-identifies or is referred to SNAP Services

Testing is submitted documenting learning disability and/or ADD/ADHD. Testing is reviewed by SNAP Coordinator. If all testing criteria have been met, testing is submitted for review by Undergraduate Studies and Special Education personnel.

If petition denied, may appeal decision in writing within 5 days to the faculty Committee on Academic Standards, admissions, and Financial Assistance.

If petition approved, Coordinator provides student with statement of SNAP status and a list of approved accommodations based on documentation.

Student and Coordinator notified.

Faculty disagrees and/or unable to comply. Faculty contacts SNAP Services within one week.

Faculty/SNAP Services Consultation

Disagreement

Agreement and/or modification.

Within two working days, Coordinator of SNAP Services submits report including justifications written by Faculty & Coordinator to the Faculty Committee for Academic Standards for mediation.

Student, Faculty and Coordinator notified.
POLICY AND PROCEDURES FOR ACCOMMODATING STUDENTS WITH LEARNING DISORDERS

POLICY

The College of Charleston and the University of Charleston, S.C. actively and affirmatively seek to accommodate any currently enrolled student with a certified learning disorder. These services and accommodations are provided through SNAP (Special Needs Advising Plan) Services housed in the Center for Academic Advising.

It is the responsibility of the student to:

1) meet admissions requirements
2) maintain academic standards of the College of Charleston
3) provide adequate evidence of their disability. Handouts outlining criteria that must be met may be obtained from the Center for Academic Advising, 88 Wentworth Street (803) 953-5981.
4) submit an application for SNAP Services
5) request in a reasonable amount of time any accommodation(s) required
6) properly appeal an accommodation if the accommodation is not adequate.

It is the responsibility of the instructor to:

1) provide appropriate accommodations
2) suggest or negotiate accommodations with the student and/or coordinator if recommended accommodations are unacceptable to instructor
3) justify the accommodation he or she proposes or the denial of an accommodation, if appealed by the student.

It is the responsibility of the College and University to:

1) provide information about the availability of services
2) review documentation
3) provide suggestions for accommodations
4) arbitrate appeals
5) educate faculty and students about learning disorders through seminars and newsletters
SUMMARY OF PROCEDURES

A. Reasonable Accommodations in the Classroom

1. Students must apply to SNAP Services, submit the required documentation, and be approved for SNAP Services to be eligible for accommodation. Students who are not registered with SNAP Services but are seeking special accommodation should be immediately referred to SNAP by the instructor. Students are not entitled to accommodations prior to SNAP acceptance. Accommodation will not be granted retroactively.

2. When a student requests accommodation, the instructor may request documentation of SNAP status and recommended accommodations from SNAP Services. With the student's approval, the SNAP coordinator will provide information about the disability and suggest appropriate accommodation(s). If the student does not approach the instructor at least one week in advance of situations for which accommodation is needed, the instructor is NOT required to provide accommodation.

3. The instructor and student will decide (with the advice of SNAP personnel, if needed) what accommodation will be made available. If the student objects to the accommodation, he or she may appeal the decision. Appeals are initially handled within two working days by SNAP personnel. If an agreement cannot be reached, the case will be expeditiously referred to the Academic Standards Committee for further review.

B. Alternative Courses for the Math/Logic and Foreign Language Requirement

1. A list of courses approved as alternative courses for the math/logic and foreign language requirement is available through SNAP.

2. Courses approved as alternatives may have a higher concentration of students with learning disorders than courses not on the alternative list. To assist instructors of these courses, as well as any interested faculty, SNAP will provide periodic faculty seminars and publish a newsletter each semester. These seminars and newsletters will provide information on learning disorders, procedures for accommodating students approved for SNAP Services, explain and suggest appropriate accommodation, suggest effective pedagogues for teaching students with learning disabilities, and review recent court decisions affecting students with learning disorders at the post-secondary level.
April 18, 1997

Re: [First Name] [Last Name]
SID#: [SSN]

Dear Professor:

This letter is to confirm that [First Name] [Last Name], a student in your class, has provided proof of a certified learning disability and has been accepted as a qualified member of SNAP Services (services provided for students with learning disabilities and/or Attention Deficit Disorder). The College of Charleston does provide certain accommodations to students with learning disorders when warranted, and the student may be discussing these accommodations with you.

Documentation supports the following accommodation(s):

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]
- [Accommodation 4]

Should [First Name] require extended time on tests or access to a computer for the writing of in-class essays, the Office of Educational Services (953-1431) can facilitate this if notified in advance. You are responsible for arranging delivery and retrieval of tests.

By law this information is confidential unless made public by the student. Any communication with the student regarding this matter should be conducted privately.

If you have a question regarding these accommodations, need assistance in implementing them, believe that one or more of the accommodations are not appropriate in your class, or feel you cannot provide the accommodation(s) the student requests, please contact me. I will be happy to discuss options with you.

Thank you for working with [First Name]: we greatly appreciate your cooperation.

Sincerely,

Bobbi Lindstrom
Coordinator of SNAP Services

If applicable, use the form below.

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I am willing to provide the above accommodations. However, the student has chosen not to use the accommodations in this class.

Student Signature: __________________________ Date: __________________________

Professor Name: __________________________

Professor Signature: __________________________ Please Print

If the student elects not to use accommodations in this class, please return a signed copy of this form to SNAP Services, Office of Educational Services.