

Bon Secours Health System, Inc.
Richmond Region
St. Mary's Hospital
Policy/Procedure

Policy Manual: School of Medical Imaging
Section: Student – General

Areas Affected: All SOMI

Page 1 of 3

POLICY STATEMENT:

The School will provide reasonable accommodations to students with disabilities qualified to fulfill the requirements of the program. Students, faculty, and staff are required to utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services. Although students are encouraged to identify their needs as early as possible, students have the right to request accommodations at any time during their enrollment.

Because students with similar disabilities may not equally benefit from the same auxiliary aid or service, the School will analyze each request on a case-by-case basis within the specific context of the activity in which the student plans to participate. The School has the right to select among equally effective methods of accommodating a student with a disability. The School also has a right to refuse an accommodation based on undue hardship to the School.

The School is committed to providing students with disabilities access to higher education through the delivery of reasonable accommodations as outlined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended. The School's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

Definitions:

Qualified individual – An individual who, with or without reasonable accommodation, can perform the minimum physical standards (essential functions) of the academic program (refer to policy G29).

Disability – A physical or mental impairment that substantially limits an individual from performing one or more major life activities, as defined by law.

Reasonable accommodations – An adaption to a program or service that allows a student with a disability to have equal opportunity to participate in and benefit from the program or service and to perform the essential functions, but that does not place undue hardship on the institution.

Interactive process – A formal or informal discussion between the student seeking an accommodation and the Bon Secours St. Mary's Hospital School of Medical Imaging, to clarify what the individual needs and identify the appropriate reasonable accommodation.

Undue hardship – The accommodation would be too difficult or too expensive to provide in light of the institution's size, financial resources, or represents a fundamental alteration to the curriculum.

The School will provide reasonable accommodations to students with disabilities who are qualified to fulfill the requirements of the program. Students, faculty, and staff must utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services. Although students are encouraged to identify their needs as early as possible, students have the right to request accommodations at any time during their enrollment.

Because students with similar disabilities may not equally benefit from the same auxiliary aid or service, the School will analyze each request on a case-by-case basis within the specific context of the activity in which the student plans to participate. The School has the right to select among equally effective methods of accommodating a student with a disability. The School also has the right to refuse an accommodation based on undue hardship to the School. Accommodation requests and services are not retroactive, and therefore requests for accommodations should be made in a timely manner.

Procedure for Disability Assistance:

In order to initiate the accommodation process, the following must be followed.

1. It is the responsibility of the student who requires reasonable accommodation to identify himself or herself as an individual with a disability and to contact the Operations Coordinator to set up an intake meeting between the student, the Program Coordinator, and Dean. In this meeting, the student must provide documentation of the disability from a qualified medical provider. Documentation should be typed on letterhead and should provide the following based on American Registry of Radiologic Technologists (ARRT) ADA accommodations:
 - A current, clearly stated diagnosis of the disability, including the onset, longevity, severity of symptoms, and specific description symptoms.
 - The student's functional limitation in an academic environment and how their symptoms interfere with their educational achievement. Assessment of current functionality is necessary.
 - A statement that the disability is a substantial limitation to a basic life process.
 - Signature, printed name, title, and professional credentials of the medical provider, as well as the specialization. The provider should have experience and training with adult populations.
 - Documentation must be recent, relevant and comprehensive, and contain test scores and interpretations where appropriate. In compliance with the ARRT, relevant documentation is defined as documentation that has been completed within 5 years.
 - If the documentation is incomplete or inadequate in determining the extent of the disability, the School has discretion to require additional documentation from the provider or an independent medical examination.

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2. ~~Once the need is identified, the student and the School will engage in an interactive process to consider appropriate options for reasonable accommodations that would not create undue hardship to the School. This process will involve reviewing the documentation provided by the student and his/her provider, and consulting with the student and appropriate departments.~~

The Dean and Program Coordinator, in consultation with the VP/Provost, and other departments, as appropriate, will put reasonable accommodations into place in a timely manner. The Program Coordinator will work with faculty and staff in order to facilitate implementation of accommodations. Once accommodations are granted, the student is responsible to meet with the Program Coordinator to ensure his/her eligibility to continue receiving accommodations and provide any updated documentation when applicable.

Dispute of accommodation decisions or process:

Students who wish to challenge any part of the accommodations process may do so under the student appeal process, policy G27.

Disclosure and confidentiality:

Student disclosure of a disability is voluntary. The School does not utilize disability disclosures or special accommodations as a discriminatory factor in the consideration process of admissions, acceptance, or any other grading procedures and standards that are established within the School.

Information pertaining to an applicant's or student's disability will be shared only among those in Administration who have a need to know in order to evaluate and facilitate the request for reasonable accommodation and the applicant's or student's qualifications.

The School considers disability-related information as confidential material and will protect it in accordance with the Family Educational Rights to Privacy Act (FERPA). Information will not be released unless:

1. The student provides written authorization.
2. The information is required by law.
3. The information is needed in order to assist the student with an educationally-related issue.

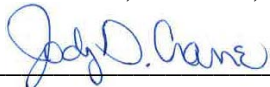
RESPONSIBLE PERSONS: Program Administration

Approved by:

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

July 8, 2019



Signature

Title

Date

Approval History:

Committees and Dates:

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