

Quick Tips: Accessibility, Disability, ADA/504

Interactive Process: Everyone has a responsibility according to role.

Student: contact ARC, register, communicate with faculty.

ARC: meet with students, review documentation, approve reasonable accommodations, consult with all stakeholders.

Faculty: implement approved accommodations, meet with ARC if questions arise, communicate with student.

Staff: consult with ARC for assistance, communicate with students.

Class Deans: advise regarding academic requirements, liaise with faculty, etc.

504/OEI: consult with all stakeholders, support compliance, internal review of accommodation process/concerns related to discrimination.

General ARC Process:

- 1) Student initiates request and submits documentation.
- 2) ARC meets with student and reviews documentation.
- 3) ARC approves, offers an alternative accommodation, or denies. Issue of Letter Of Accommodation (LOA).
 - a) Faculty should contact the ARC if an approved accommodation may not be reasonable for that faculty member's class.
- 4) ARC reviews and updates as necessary if conditions change.

Topic	Details
Relevant Laws	Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act As Amended (ADAAA) 2008
Section 504 Text Applies to students	"No otherwise qualified individual with a disability in the United States shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination [...] under any program or activity."

Topic	Details
ADAAA Text Applies to employees	“No covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.”
What is a disability (legally)? Both 504 & ADA	<ol style="list-style-type: none"> 1) A physical or mental impairment that substantially limits one or more major life activities of an individual 2) A record of such an impairment 3) Being regarded as having such an impairment
Academic Adjustments 34 CFR § 104.44	Our institution must “make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of [disability], against a qualified [disabled] applicant or student...”
What Are Accommodations?	Accommodations are a type of academic adjustment or modification.
Considerations for Reasonableness of Accommodations	Addresses a disability-related barrier; is not a fundamental alteration of the program, course, or activity; is necessary and not a preference; is not an undue burden; does not present a direct threat to self or others.
Fundamental Alteration ONLY ARC can determine.	Any change to a course curriculum or course of study that is so significant that it alters the required objectives or content of the curriculum in the approved outline of the course. Contact ARC with questions and to collaborate on determination. Continue to provide the accommodation while working with ARC unless directed otherwise.
Undue Burden ONLY ARC can determine.	The required effort would be unduly costly, difficult, extensive, substantial, or disruptive, in light of the totality of the circumstances. Contact ARC with Questions and to collaborate on determination. Continue to provide the accommodation while working with ARC unless directed otherwise.
What not to say or do	Do not ask for details of disability, diagnosis, or medical history. Do not discuss the details of or disclose the existence of a specific person's accommodation with any student or with any employee who does not need to know the information to perform the duties of their position.

Topic	Details
Service Animals Contact ARC	<p>You can ask two questions: (1) is this a service animal due to disability? (2) what tasks is the animal trained to perform?</p> <p>If a service animal is creating a disruption, you may ask its handler to bring the animal under control. If the service animal continues to be disruptive, you may ask the handler and their animal to leave the area. Contact ARC immediately.</p>
Best Practices	<p>Reach out to ARC with questions. Use the resources in this handout. Speak to the student privately with any clarifications about academics and accommodations. Ask for a copy of the LOA.</p>
Using Accommodations Isn't Easy!	<p>It involves doing things differently than peers and can be a target of stigma or bias. Students use time and energy engaging in interactive process, have to negotiate multiple disability needs, and may utilize administrative procedures more frequently. Students may miss out on extracurricular or summer activities or job opportunities.</p>
When to refer to 504 Coordinator	<p>If a student or employee believes they have experienced discrimination or harassment on the basis of disability or a failure to receive an approved accommodation, refer them to the Compliance Office. Contact Martha at malexander@smith.edu</p>
When to refer to ARC	<p>If a student discloses a disability or indicates a need for a disability-related accommodation or update to accommodations, refer the student to ARC, 413-585-2071, arc@smith.edu</p>

Please consult with us any time! Thank you!

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