
Policy Name: Student Access and Accommodation Services
Policy Number: ADM 3.03
Title of Policy Owner: Dean of Student Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
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Policy Status: Approved

I. Policy

Student Access and Accommodation Services

II. Purpose

This policy aims to ensure equal access to education for all students by providing a digital and physical learning environment that accommodates learners' diverse needs. This policy supports all individuals and aligns with federal accessibility laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and embraces the guidelines of Universal Design for Learning (UDL) 3.0.

III. Scope

This policy applies to all College representatives, including faculty, staff, and students. It ensures compliance with accessibility standards in physical spaces, course materials, and digital learning environments.

IV. Definitions

Accessibility – creation of educational environments, policies, practices, and resources that ensure all students, regardless of disabilities, backgrounds, or challenges, have equal opportunities to access, engage with, and benefit from learning experiences through removing barriers and fostering equity.

Disability - a physical or mental impairment that substantially limits an individual from performing one or more major life activities, as defined by law. Essential Technical Standards for the Nursing Student - the basic duties that a student must be able to perform, with or without reasonable accommodation. (See Policy ACA 1.02.)

Interactive process - a discussion between the student seeking an accommodation and the Center for Student Success staff to clarify the individual's needs and identify the appropriate reasonable accommodation(s).

Qualified individual - an individual who, with or without reasonable accommodation, can perform the essential functions of the academic program. (See Policy ACA 1.02).

Universal Design for Learning (UDL): An approach to designing educational environments that accommodate a wide range of learning styles and needs.

WCAG Compliance: Adherence to Web Content Accessibility Guidelines 2.2 for digital accessibility.

Reasonable accommodation - an adaptation 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.

SAAS - Student Access and Accommodation Services.

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.

V. Policy Details

Accessibility in Learning Environments

Digital Accessibility:

- All course materials must comply with WCAG 2.2 A/AA standards.
- Include alternative text for images, captioning for videos, and text-to-speech functionality.
- Blackboard Ally will be utilized to provide course materials in accessible formats.

Physical Accessibility:

- Ensure compliance with national standards for physical accessibility, including ramps, elevators, and accessible restrooms.

Inclusive Materials:

- Provide high-contrast design, adjustable text sizes, and line spacing in course materials.
- Use readable PDFs, HTML formats, and alternative language options for course content.

Accommodation Process:

- Students may request accommodations at any point during their enrollment.
- Accommodation requests will be reviewed on a case-by-case basis.

- Services are not retroactive; requests should be submitted in a timely manner.

VI. Feedback and Support

Students are encouraged to provide feedback on accessibility challenges.

For assistance or to report issues, contact: Erica_Stubblefield@bshsi.org

Disability support services include extended test time, adaptive technology, and classroom adjustments.

VII. Ongoing Improvement

The College will regularly audit and review digital and physical spaces for accessibility. Faculty and staff will receive training to integrate accessibility into educational content design.

VIII. Attachments

None.

IX. Related Policies

ACA 1.02 Essential Technical Standards for Nursing Students

X. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

XI. Version Control

| Version | Date | Description | Prepared by |
|----------------|-------------|--------------------------|--------------------------|
| 1.0 | 4/13/2020 | Revised and new template | Dean of Student Services |
| 1.0 | 2/24/2021 | Approved AC | Dean of Student Services |
| 1.0 | 1/17/2025 | Revised and new template | Dean of Student Affairs |
| 1.1 | 3/21/2025 | Reviewed minor changes | Dean of Student Affairs |
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