

Policy Title	Student Access and Accommodation Services
Policy Number:	ADM 3.03
Department:	BSMCON
Functional Area:	Student Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 3

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Student Access and Accommodation Services

III. 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.

IV. 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.

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. 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.

VII. Attachments

None

VIII. Related Policies and Procedures

ACA 1.02 Essential Technical Standards for Nursing Students

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by Bon Secours Memorial Regional Medical Center, LLC, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	4/13/2020	N/A	Revised and new template	N/A	Dean of Student Services
1.0	2/24/2021	N/A	Approved AC	1.0	Dean of Student Services
1.0	1/17/2025	N/A	Revised and new template	1.0	Dean of Student Services
1	3/21/2025	3/21/2028	Reviewed minor changes	1.0	Dean of Student Services

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.