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Policy Name: Student Access and Accommodation Services  
Policy Number: ADM 3.03  
Title of Policy Owner: Dean of Student Services  
Approved by: Policy Committee/Administrative Cabinet  
Effective Date: 8/1/2021  
Version: 1.0  
Policy Status: Approved

- I. Policy  
Student Access and Accommodation Services
- II. Purpose  
To provide for equal access, the College is committed to making individuals with disabilities full participants in its programs, services and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended.
- III. Scope  
All College representatives, including faculty, staff, and students are responsible for the implementation of this policy and adherence to the principles of equal access.
- IV. Definitions  
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 formal or informal discussion between the student seeking an accommodation and the College of Nursing Office of Student Success staff to clarify what the individual needs and identify the appropriate reasonable accommodation.  
  
Qualified individual - an individual who, with or without reasonable accommodation, can perform the essential functions of the academic program. (See Policy ACA 1.02.)

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

The College will provide reasonable accommodations to qualified students 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 supplemental procedures 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 accommodations may not equally benefit from the same auxiliary aid or service, the College 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 College has the right to select among equally effective methods of accommodating a student with a disability. The College also has the right to refuse an accommodation based on undue hardship to the College.

Accommodation requests and services are not retroactive, and therefore requests for accommodations should be made in a timely manner.

VI. Attachments

None

VII. Related Policies

ACA 1.02 Essential Technical Standards for Nursing Students

**VIII. Disclaimers**

- a. 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.

**IX. 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