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Overview

The Champlain College Office of Accessibility was established to provide leadership and assistance to Champlain College to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act 2008. The Office of Accessibility strives to provide access and services to qualified students with disabilities. We take pride in also providing technical assistance, consultation, and resources to students, faculty, staff, campus visitors, and for departments looking to provide improved accessibility for individuals with disabilities. The Office of Accessibility is a program in the Division of Student Affairs, Diversity, and Inclusion at Champlain College.

Office of Accessibility Contact Information

Physical Address: Miller Information Commons (Library), Second Floor, 95 Summit Street, Burlington, VT, 05401

Mailing Address: Office of Accessibility, Champlain College, 375 Maple Street, Burlington, VT 05401

Email: accessibility@champlain.edu

Phone: (802) 865-5764

Fax: (802) 860-2764

Transitioning to College

The following information is intended for students who are transitioning from high school to a 4-year program at Champlain College.

When students enroll at Champlain College, they find that many things are different from the typical K-12 experience. In general, students are responsible for their education. The Office of Accessibility will help students plan necessary accommodations for this new environment by matching services to specific disability-related needs.

Please note some of the major differences between high school and college for students with disabilities:

- Students must self-identify to the Office of Accessibility. Students hold primary responsibility for self-advocacy and requesting accommodations *each* semester.
- Professors are not required to modify assignments or routinely alter deadlines.
- Grading and test format changes are generally not available. Modifications may be made to how exams are administered (i.e. extending test time or taking a test in a reduced-distraction environment) and are available for students who qualify.
- Students are expected to read, save, and consult their course syllabi, which outline expectations, due dates, and grading processes.
- Tutoring and academic coaching do not fall under accommodation requirements/services, but these are free services offered at Champlain College. Students who need tutoring or academic coaching services can contact the [SMART Space](#) to seek out their services.
- Generally, students will be expected to study at least 2-3 hours outside of class for each credit-hour spent in class.
- The Family Educational Right and Privacy Act of 1974 (FERPA) protects the privacy of student records and limits access to only those with a legitimate educational interest. Students must sign a release if they wish to have parental involvement. Champlain's [FERPA Consent Form](#) must be completed by the student.
- Students should also anticipate:
 - Increased workloads at a faster pace,
 - Reduced contact with instructors,
 - More financial and social pressure,
 - Harder work at a higher quality required for an A,
 - Fewer exams with more material covered on each,
 - Lengthy reading assignments,

- Increased decision-making responsibilities, and
- Independent thinking.

Students who wish to arrange academic accommodations with the Office of Accessibility should contact the office before or early in their first semester to avoid any delays in receiving accommodations. This will help make the transition to 4-year college smoother.

You can also [visit our website](#) to review the major differences between high school and college.

How to Request Accommodations

It is the student's responsibility to identify themselves to the Office of Accessibility as an individual with a disability and to request accommodations. Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act Amendments Act 2008 (ADAAA) defines an individual with a disability as someone with a physical or mental impairment that substantially limits a major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, working, thinking, reading, concentrating, communicating, and/or the operation of major bodily functions ([34 C.F.R. 104.3\(j\)\(2\)\(i\)](#)).

Advanced planning is needed to ensure the timely provision of appropriate accommodations. A qualified student with a disability may not be excluded from a program due to lack of appropriate services, however all services may not be available at all times. Therefore, it is important to allow sufficient time for a program and/or the institution to put accommodations and appropriate auxiliary aid(s) into place. Thus, students should request accommodations within an appropriate time frame, usually at least one month prior to the beginning of the next semester for which the accommodations are being requested, depending upon the request. *If requesting interpreting services or other services related to a hearing impairment or visual impairment, please make the request at least two months in advance.*

If a request is submitted after the relevant deadline (which can be found on the Office of Accessibility website), the Office of Accessibility will make every reasonable effort to accommodate the request. The Office of Accessibility cannot guarantee that an untimely request can be met. Ultimately, late requests may result in delay, substitutions, or denial of accommodation(s).

Champlain College students seeking academic accommodations, housing accommodations, dietary accommodations, parking accommodations, and/or permission to have a service animal or emotional support animal on campus must register with the Office of Accessibility. Please see the following sections for more information.

Academic Accommodations

The Office of Accessibility will thoroughly review forms and documentation provided by the student, along with information gained through the intake meeting to determine appropriate accommodations.

If you are requesting academic accommodations, you are required to contact the Office of Accessibility each semester to request your letters of accommodation be sent to instructors. Upon receiving a student's initial request and documentation for academic accommodations, the Office of Accessibility requires an intake meeting. Intake meetings may be conducted over the phone or via Zoom/Google Meet for Champlain College Online students. Depending upon student needs, it may be necessary to review course syllabi (electronic copies are acceptable) during this meeting. Office of Accessibility staff will discuss the approved accommodations with the student and the appropriate accommodations for the courses being taken. The Office of Accessibility will also address any questions or concerns the student may have about discussing approved accommodations with instructors.

Each student knows how their disability affects them, therefore it is important that students meet with the Office of Accessibility to discuss their needs and how their disability affects them both inside and outside of the classroom. Accommodations and related services are determined per individual student, on a course-by-course basis. This is why students are encouraged to meet with the Office of Accessibility for an initial intake meeting before the start of/at the beginning of their first semester. These meetings will allow the Office of Accessibility and the student to determine the appropriate accommodations. Once accommodations have been established, a letter of accommodation will be generated for each class where accommodations are needed. Students will receive digital copies of their accommodation letters.

Moving forward, students may choose to meet with the Office of Accessibility each semester, or they can coordinate sending their accommodation letters via email using instructions provided by the Office of Accessibility. For more complex needs, meetings may be necessary to ensure appropriate accommodations are in place.

Once letters have been sent to a student's instructors, it is the student's responsibility to discuss their accommodations with each instructor. The student is not obligated to disclose their disability with their instructor(s).

If a student has not met with the Office of Accessibility to discuss accommodations through an intake meeting, the student may not receive their accommodations.

Requesting Academic Accommodations

As outlined on our website, below are the steps for requesting academic accommodations:

1. Complete the [Academic Accommodations Request Form](#) online.
2. Submit current, comprehensive, objective, professional documentation of your disability to the Office of Accessibility. The information in an IEP, 504 Plan, or Transition Plan may be appropriate documentation. Students should also include a neuropsychological evaluation report as supportive documentation (if available). If you wish to share documentation from a medical provider, please review the following for more information: [Academic Accommodations Request: Documentation](#). The documentation should be sent to Champlain College's Office of Accessibility. *Questions about documentation? Contact the Office of Accessibility directly or see below for more information.*
3. Students must meet with the Office of Accessibility. A staff member will contact the student before the start of the semester to schedule an appointment to discuss the academic accommodations process, learning needs and supporting documentation, and appropriate and reasonable academic accommodations. Students must meet with the Office of Accessibility each semester.

Your application and documentation will be reviewed as soon as possible once it is received (typically 2-3 business days). You will be notified by email whether additional information is needed and/or if you qualify for services. Once you are notified, it is best to set up an appointment to meet with the Office of Accessibility staff as soon as possible.

Returning students with disabilities must contact the Office of Accessibility each semester to arrange academic accommodations for their classes. To schedule an appointment, contact the Office of Accessibility within the first two weeks of each semester. If you are a returning student who has not previously requested academic accommodations, follow the steps above.

Documentation Requirements

In order to provide reasonable and appropriate academic accommodations to students with disabilities at Champlain College, the Office of Accessibility requires that students provide documentation which shows their current disability and its impact on academic functioning. Therefore, the documentation the student provides to the Office of Accessibility must meet the following requirements:

1. The name, title, and professional credentials of the evaluator including information about license or certification, as well as area of specialization, employment, and state in which the individual practices should be included. Professionals conducting the evaluation/assessment must be qualified to do so, and it is essential that they have experience working with adolescent/adult populations.
2. Reports must be on letterhead, typed, dated, and have the original signature of the evaluator. Reports must be written in English or translated into English by a qualified translator.
 - a. Reports must include the names of any standardized tests administered, the scores derived from these tests, and a discussion of the data that clearly indicates the presence of a disability. The Office of Accessibility reserves the right to determine which tests are acceptable for diagnosing the disability. Standardized tests must be based on adult norms.
 - b. Reports must clearly state the specific diagnosis of the disability. Terms such as “suggest” or “is indicative of” are not acceptable.
 - c. Reports should include specific recommendations for reasonable academic accommodations and a detailed explanation of the rationale for each recommended accommodation as related to the specific functional limitations.
3. The evaluator must describe the impact of the diagnosed disability on one or more specific major life functions/activities (especially as it relates to academic performance).
4. If medications are taken, these should be listed as well as their potential side effects. A doctor's prescription pad note is not sufficient documentation in and of itself, but may be included.
5. If symptoms involve cognitive recall (memory), appropriate testing needs to be conducted. Testing for specific learning disabilities may be appropriate.
6. An Individualized Educational Plan (IEP) or 504 Plan must be accompanied by a neuropsychological evaluation to meet documentation requirements.

It must be understood that evaluation reports themselves do not automatically qualify a student for registration or services with the Office of Accessibility. All of the items listed above must clearly show the presence of a disabling condition and clearly justify the need for reasonable accommodations. The Office of Accessibility will make the final decision as to whether reasonable and appropriate accommodations are needed and can be provided to the student.

The Office of Accessibility provides students with a list of questions/prompts that can be shared with a medical provider should they need to request documentation from their provider (originally noted on page 2). If you wish to share documentation from a medical provider, please review the following for more information: [Academic Accommodations Request: Documentation](#).

Common Academic Accommodations

The Office of Accessibility offers a wide range of services to ensure qualified students with disabilities have an equal opportunity to participate in Champlain College's programs and services. In order for the Office of Accessibility to determine effective and appropriate accommodations, each student must make communication a priority. Every student understands how their disability affects them and it is important that they feel comfortable discussing these issues with the Office of Accessibility staff. The more that staff can understand about the student and their disability, the more collaborative the process will be. Common accommodations and services offered are listed below. (this list is not comprehensive):

- **Extended test time (50% or 100%):** The goal of extended test time is to ensure that the student's performance is measured by knowledge and acquisition of course material, and to minimize the impact of the student's disability in the test-taking process. To accomplish this, the Office of Accessibility makes a recommendation based upon the documented impact of the disability with consideration to the student's self-report. Testing accommodations may include extended time for testing taking (50% or 100% additional time). (see page 7 for more information)
- **A reduced distraction environment in which to take quizzes and exams:** A distraction-reduced exam space can be any area that the professor and student both agree on, and the Office of Accessibility is

available to help find locations if need be. There are several areas which would work including an empty classroom near the other students, or a quiet area in the same building as the other students. The Office of Accessibility has space that can be reserved with advance notice. (see page 7 for more information)

- **Extensions on assignments:** This accommodation is meant to be used sparingly. The extension is meant to be brief (1-2 days) and the student should request the extension at least 24 hours in advance and does not apply to discussion posts.
- **Note-taking assistance:** The student and the instructor should meet to discuss the implementation of this accommodation. Upon discussion with the student, the instructor should provide one (or more) of the following: Lecture notes/class outlines, slide show presentations and accompanying notes, recorded tutorials/lectures (if available), notes from a volunteer note-taker (the instructor may ask for a volunteer note-taker, then the notes should be given to the instructor and distributed to the student to respect the student's privacy).
- **Flexibility of attendance:** If a student has a disability that may occasionally impact their ability to attend class and/or complete assignments and tests at the scheduled time, flexibility in attendance is considered an appropriate accommodation. The student is allowed to miss a specific number of class sessions as outlined on their letter of accommodation. Instructors are encouraged to contact the Office of Accessibility if the student misses more than the approved number of class sessions. Absences not related to the effects of the student's disability are not included in this accommodation. It is the student's responsibility to notify their instructor, before class, that they are unable to attend per their accommodation. The accommodation does not include waiving attendance or participation requirements. The student should coordinate with their instructor to make up missed work.
- **The use of a recorder in class:** Students who qualify for this accommodation will be responsible for recording the class when they are in attendance. They are provided with a software called "[Jamworks](#)", which automatically transcribes the class and produces an audio recording for the student's reference.
- **Alternative Format Services:** Students with learning disabilities, visual impairments or other conditions that affect access to print materials may be eligible for books in alternative format. Alternative format includes textbooks and other printed class material in a digital format, in Braille, or in audio and electronic format. Students eligible for alternative format services must provide a copy of their class schedule as soon as they register for each semester.
 - The Office of Accessibility procures books in an alternative format directly from the publishers and provides students a license to [Kurzweil 3000](#), a text-to-speech software. Students must provide the Office of Accessibility with 1) a list of the books they would like to request and 2) copies of their purchase receipts for the books (publishers request proof of purchase before they will release the books to the Office of Accessibility).
- **Classroom Relocation:** Due to the age and design of some buildings on the Champlain College campus, portions of the buildings are not accessible to students with mobility impairments. To ensure that classrooms and laboratories on campus are accessible, the Office of Accessibility will work with different departments on campus to move classes to more accessible locations.
- **Communication Access Services:** Eligible individuals may request transcribing or captioning services from the Office of Accessibility. The Office of Accessibility has the ability to contract with local transcribers to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Champlain College functions. Transcribing services for non-academic settings will be discussed on a case-by case basis. Any request for transcription or captioning services must be submitted in a timely manner. Within reasonable limits, the Office of Accessibility will strive to accommodate your request. The Office of Accessibility will coordinate services with relevant parties, such as staff or faculty members.
- **ASL Interpreting:** Eligible individuals who use American Sign Language (ASL) as a primary source of communication may request interpreter services from the Office of Accessibility. Office of Accessibility staff contract with local interpreters and interpreter services agencies to provide ASL services in the classroom (including labs). Any request for interpreting services must be submitted in a timely manner. The Office of Accessibility staff will let class instructors know about the student enrolled in their class as well as the interpreter(s) that will be attending. Each instructor will be given

information on how to work with students who are Deaf/hard of hearing as well as how to best work with interpreters. Students are responsible for contacting the Office of Accessibility staff if they do not plan on attending class or other scheduled events for which services have been arranged. If possible, 24-hour notice is preferred; this is for timely notification and cancellation of services. If interpreters are not notified in advance of a cancellation, they are paid for the entire class period as well as for mileage and/or travel if not notified before travel occurs. For this reason, failure of a student to show up for three classes without notifying staff may result in suspension of interpreting services. Services may be reinstated once the student has met with the staff to review policies and procedures for interpreting services.

- For interpreting requests outside of the classroom (such as on-campus events, meetings with faculty or staff, commencement ceremonies, etc.), requests for ASL interpreting services must be made in a timely manner. The Office of Accessibility staff will communicate with the person responsible for the event to plan the logistics.

Testing Accommodations

The goal of test accommodations is to ensure that the student's performance is measured by knowledge and acquisition of course material, and to minimize the impact of the student's disability in the test-taking process. To accomplish this, the Office of Accessibility makes a recommendation based upon the documented impact of the disability with consideration to the student's self-report. Testing accommodations include extended time for testing taking (50% or 100% additional time) and a reduced-distraction environment.

To schedule a testing time with the Office of Accessibility in Miller Information Commons, Suite 211 (95 Summit St):

- Scheduling a Testing Time: The student is responsible for scheduling the quiet testing space with the test scheduler at least one week in advance and must also inform the course instructor that they will be using the testing room to take the test, one week in advance. Please email testingaccommodations@champlain.edu to arrange for the use of the space.
 - a. In your email, please also copy your instructor and include the following information:
 - 1) Test date and time,
 - 2) Class (e.g. COR 102) and Professor's Name
 - 3) How long does the class have to take the exam (e.g. 75 minutes)?
 - 4) Will the exam be online? If so, where will the class be taking the exam (in the classroom, take-home, etc.)?
- Testing Center Availability: Tests are administered Monday through Friday beginning at 8:00 a.m., with the last test given at 2:00 p.m. (the office closes at 4:30 p.m.). The Testing Center is located in Miller Information Commons, Suite 211 (95 Summit St). Students should check in for their test with a staff member from the Office of Accessibility upon their arrival. Tests may be scheduled during the class time (assuming class begins by 2:30), or they may be taken at another point during the day, if agreed upon by the instructor.
- Test Preparation: The student must bring all necessary supplies (pen, pencil, paper, calculator, etc.) as required to complete the test. If allowed, a simple calculator and a computer with word processing capability only, are available. The student will be asked to leave their backpack, including cell phone, upon check-in and can retrieve it at check-out.
- Academic Honesty: Students are prohibited from communicating with other students who are also taking a test in the quiet testing space.

Students *must* take their test or quiz on the same day and at the same time as the class, unless there are circumstances which will prevent them from not receiving their full accommodations (i.e. scheduling constraints). Students must have instructor approval to take their test at a different time than the scheduled class time.

Advocacy with Faculty and Staff

Students interact with a wide range of people on a daily basis at Champlain College and, at times, may need to speak with someone regarding a disability-related issue. The Office of Accessibility is here to serve each person with a disability and can help facilitate interactions with faculty and staff. Sometimes students may not feel comfortable approaching others to speak about their accommodations or may need help when problems arise. Office of Accessibility staff can act as an intermediary and meet with faculty and staff to let them know the student has a disability, with permission, as well as the accommodations that the student qualifies to receive. Office of Accessibility staff members do not reveal the nature of a student's disability unless given explicit permission to do so, or unless there is an educational need to know. At times, Office of Accessibility staff may recommend that students share more information regarding their disability with faculty and staff. This is because it may help the faculty or staff member understand their needs and what they need in the classroom or laboratory to have equal access.

Housing Accommodations

As outlined on our website, Champlain College students with documented disabilities may request appropriate and reasonable housing accommodations within the context of current housing policies. All accommodation requests require information from the student's provider. Supporting documentation must be current, comprehensive, professional documentation that includes a diagnosis of the limiting disability. The student's provider (a certified treatment professional) must complete and return the Housing Accommodations Documentation Request Form. Once received, the Office of Accessibility, in collaboration with the Counseling Center and Student Health Services, will review the student's form. The Office of Accessibility will contact the student if further information is needed.

The Office of Accessibility maintains deadlines for students to apply for housing accommodations so that students can be placed in appropriate housing in a timely manner. Housing accommodation requests can be made at any time, however if they are submitted after the deadlines listed above, the student may be placed on a waitlist depending upon the type of request and room availability.

Requesting Housing Accommodations

As outlined on our website, below are the steps for requesting academic accommodations:

1. Students must complete the [Housing Accommodations Request Form](#) online.
2. The student's provider (a certified treatment professional) must complete and return the [Housing Accommodations Documentation Request Form](#).

Both forms should be completed and returned to the Office of Accessibility by the following dates:

- New students admitted for August: form is due June 1.
- New students admitted for January: form is due December 15.
- Returning students for August: form is due March 1.
- Returning students for January: form is due November 15.

Once received, the Office of Accessibility will review the student's forms and documentation. The Office of Accessibility will contact the student if further information is needed. Forms not received by the deadline will be accepted and considered; there is no guarantee that late requests will be met.

Note: If a student would like to request that documentation be completed by Champlain College's Counseling Center or Student Health Center staff, the student should speak directly to their Champlain College Counselor or Student Health staff member to determine if it would be appropriate for that office to provide documentation. Documentation may or may not be provided by Counseling Center or Student Health providers at their discretion.

Types of Housing Accommodations

The types of housing accommodations provided depend upon the individual student's disability and needs. Students may request reasonable accommodations within the context of current housing policies. Common housing accommodations may include (but are not limited to):

- Physically accessible housing (first floor, elevator access, ADA accessible room, ADA accessible residence hall, close to main campus/academic buildings)
- Air conditioning
- Access to a single-use bathroom (note that access to private bathrooms on campus is extremely rare due to a highly limited number available)
- Access to a kitchen
- Single room (private bedroom)

Note: Residence Halls are considered shared living spaces. Students have access to a variety of quiet study spaces on campus including the Library, classrooms, labs, and more. Rooms may also be reserved at the Library. For this reason, a housing accommodation request for a single room for the purpose of having a quiet study space may not be approved.

Service & Assistance Animals

Champlain College recognizes that Service Animals and Assistance Animals can play an important role in facilitating the independence of some individuals with certain types of disabilities. In addition, the health and safety of all Champlain College students, faculty, staff, and the Service Animal or Assistance Animal is an important concern. Therefore, Service Animals and Assistance Animals that meet the criteria described below will be exempt from the College's Pet Policy. College community members who have questions about the presence of Service Animals or Assistance Animals on campus should direct those questions to the Office of Accessibility.

Champlain College's Pet Policy states: Students are not allowed to have pets in classrooms, residence halls, in College vehicles (including shuttle buses) or at College-sponsored events. Service Animals (as defined below) are allowed in the spaces previously listed. Assistance Animals (such as Emotional Support Animals), must remain in the approved student's room within their residence hall. Fish are permitted in residence halls in an aquarium that holds 10 gallons of water or less. Fish must be removed from the residence halls during extended break periods.

Requirements of Service Animals, Assistance Animals and their owners include:

- The owner of the animal must be in full control of the animal at all times.
- Animals must be licensed in accordance with city regulations and, if appropriate, must wear a valid vaccination tag.
- Animals must be in good health. Any service/assistance animals occupying college housing must have an annual clean bill of health from a licensed veterinarian.
- Service Animals should wear some type of easily recognized identification symbol (i.e., harness, backpack).
- Students may need to provide documentation of the continuing need for the assistance animal on an annual basis.
- The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.
- The owner is responsible for the appropriate management of their animal in all College facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from College facilities.
- The owner is responsible for any property damage or personal injury caused by the animal, or pest control (i.e. flea treatment) required because of the animal.

If you encounter someone with a Service or Assistance Animal...

- Do not pet a Service Animal or Assistance Animal without permission of the owner; petting a Service Animal when the animal is working distracts the animal from the task at hand. Service dogs typically wear a leather harness, scarf or sign to indicate they are working animals.
- Do not feed a Service Animal or Assistance Animal. The animal may have specific dietary requirements.
- Do not deliberately startle a Service Animal or Assistance Animal.
- Do not separate or attempt to separate an owner from their Service Animal or Assistance Animal.
- Allow a Service Animal to accompany the owner at all times and everywhere on campus except where Service Animals are specifically prohibited. Assistance animals are not afforded this right, and may only be present in the student's housing if approved by the Student Health & Wellness Center.

Assistance Animals

An Assistance Animal (such as an emotional support animal) provides emotional support, comfort, companionship or therapeutic benefits. A person qualifies for a reasonable accommodation involving an Assistance Animal under the Fair Housing Act if: (1) The person has a disability; (2) the animal is necessary to afford the person with a disability an equal opportunity to use the residence halls; and (3) there is an identifiable relationship between the disability and the assistance the animal provides. Assistance Animals are allowed generally within the residence halls, but not in other College buildings or college vehicles. The College will not, however, permit Assistance Animals in residence halls if they pose a direct threat to the health or safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of the College's operations.

Requesting an Assistance Animal

As noted on [our website](#), students planning to bring an Assistance Animal (emotional support animal) to campus must obtain approval from the Office of Accessibility by submitting their request by the appropriate deadline. If a student would like to request to bring an Assistance Animal to campus, they can contact the Office of Accessibility for additional information and see the procedure below:

To begin the process of requesting an Emotional Support Animal, the student's provider (a certified treatment professional) must complete and return the Emotional Support Animal Request Form [found on our website](#).

Students must complete all relevant forms and provide necessary documentation by the deadlines noted on our website.

If a student's request is approved, the student shall be required to provide vaccination records and information about the health of the animal from a veterinarian. The student's roommate(s) must also provide their consent. In addition to the requirements of the Office of Accessibility, students that are approved will also have to meet with Housing and Residential Life prior to the animal being allowed on campus. All core vaccinations must be completed in order to receive final approval.

Documentation should be completed and returned to the [Office of Accessibility](#) by the dates noted on our website: [Service & Assistance Animals](#).

Students who have assistance animals (emotional support animal or service animal) will *not* automatically be placed in a single room. If a student would like to request housing accommodations in addition to having an assistance animal, they may apply for housing accommodations separately from the assistance animal process.

Service Animals

As noted on our website, a Service Animal is defined under the Americans with Disabilities Act (ADA) as any

dog (or in some cases, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or task must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition (see "Assistance Animals," above). Service Animals in training who are with a member of the College community who has a disability, and with whom the animal will be working as a Service Animal, are provided the same rights as Service Animals under this policy. Students with Service Animals are permitted to bring their Service Animals in all areas of a place of public accommodation, such as classrooms, residence halls (including the private residence assigned to the student), activities and events, and dining facilities. However, Service Animals are not permitted if they pose a direct threat to health or safety, if their presence constitutes a fundamental alteration to the nature of a program or service, if they cannot effectively be controlled, or if they are not housebroken.

Students planning to bring a Service Animal to campus are encouraged to work closely with the Office of Accessibility. The Office of Accessibility may ask the student if the animal is required because of a disability, and what work or task the animal has been trained to perform, but will not ask about the nature of the student's condition for this purpose. The Office of Accessibility will not require documentation about the training of the Service Animal. Students are encouraged to provide identification that the animal is a Service Animal so that others are aware it is a working animal.

Dietary Accommodations

Champlain College students with documented disabilities may request appropriate and reasonable dietary accommodations in order to safely access dining services at Champlain's Dining Hall, managed by Sodexo. Students must submit documentation from a medical provider to the Office of Accessibility if they require dietary accommodations.

The medical provider may submit a letter to the Office of Accessibility addressing the following points:

- *Diagnosis*
- *Date of most recent assessment*
- *Test results/clinical observations in support of the above diagnosis*
- *To the best of your ability, please describe the student's functional limitations. Are these functional limitations likely to change? Recommended reassessment date, if any.*
- *Please provide any suggestions regarding how we can best accommodate this student's disability-related impairment.*
- *Please include any comments or other information, including additional testing results, which may help us determine the most appropriate assistance for this student.*
- *Please describe your relationship with the student (e.g., physician, therapist, evaluator, etc.) and the duration of your relationship.*

Once received, the Office of Accessibility will review the student's documentation and requested accommodations. Upon review, the student and the Office of Accessibility will work together to determine appropriate next steps. These may include (but are not limited to):

- The student meets with Sodexo's Registered Dietitian and dining hall staff to create a meal plan that meets their needs.
- The student meets with Sodexo dining staff to tour the dining hall and identify how to access the food they need.
- If the student wishes to live on campus but is unable to access the food they need in the dining hall due to severe dietary restrictions, the student may be approved for an accommodation to live on campus without a meal plan. Other accommodation options may be exhausted first.

- The student may need to submit additional documentation if the Office of Accessibility is unable to make a determination based on the information previously provided.

The Office of Accessibility works closely with Sodexo staff to assist students who require dietary accommodations.

Parking Accommodations

Champlain College students with documented disabilities may request appropriate and reasonable parking accommodations in the context of current parking rules and policies. Students must submit documentation from a medical provider to the Office of Accessibility if they require parking accommodations.

The medical provider may submit a letter to the Office of Accessibility addressing the following points:

- *Diagnosis*
- *Date of most recent assessment*
- *Test results/clinical observations in support of the above diagnosis*
- *To the best of your ability, please describe the student's functional limitations. Are these functional limitations likely to change? Recommended reassessment date, if any.*
- *Please provide any suggestions regarding how we can best accommodate this student's disability-related impairment.*
- *Please include any comments or other information, including additional testing results, which may help us determine the most appropriate assistance for this student.*
- *Please describe your relationship with the student (e.g., physician, therapist, evaluator, etc.) and the duration of your relationship.*

Once received, the Office of Accessibility will review the student's documentation and requested accommodations. Upon review, the student and the Office of Accessibility will work together to determine appropriate next steps. These may include (but are not limited to):

- Permission to park at Lakeside or in restricted Main Campus lots (first year students).
- Permission to park in restricted Main Campus lots (upper year students).
- The student may need to submit additional documentation if the Office of Accessibility is unable to make a determination based on the information previously provided.

Note: If the student has a Disabled Plate/Placard, they can work directly with Transportation to acquire a Disabled Parking Permit.

The Office of Accessibility works closely with Transportation staff to assist students who require parking accommodations.

Temporary Accommodations

There may be times when a temporary impairment would necessitate the need for accommodations, e.g. broken bones, recovering from surgery, etc. The degree of limitations to major life functions and the duration of the impairment may be such that it requires short-term accommodations such as those used by students with disabilities. Services may include: moving the classrooms if the student cannot access them, training the student on assistive technology, possible note-taking and exam accommodations, as well as information regarding access to accessible transportation and temporary disability parking. Please contact the Office of Accessibility staff for more information.

In some cases, working with Champlain College's Student Health team may be more appropriate.

Physical Accessibility on Campus

The Office of Accessibility recognizes that navigating older buildings and specific routes on Champlain's campus may be challenging for students who have physical disabilities or conditions that impair mobility. Our goal is to support students so that they can successfully navigate Champlain's campus comfortably and safely. If a student requires assistance accessing campus buildings/spaces in relation to a disability, they should contact the Office of Accessibility as soon as possible.

Campus Orientation

For those students who are blind, have low vision, or mobility impairments, learning a new environment can be a challenge. The Office of Accessibility will assist the student with locating classes and help determine routes around campus. This can also include a general tour of campus and the features around campus such as ramps, curb cuts, disabled parking, etc.

The Office of Accessibility can also work with campus partners such as Transportation and the Registrar to ensure accessibility. For example, students who need access to physically accessible classrooms may contact the Office of Accessibility so that staff may coordinate with the Registrar each semester. In addition, students who frequently use the campus shuttle may contact the Office of Accessibility to ensure access to Transportation's accessible shuttle buses. Students are encouraged to contact the Office of Accessibility to make arrangements prior to coming to campus to ensure smooth and timely implementation of services.

Campus Accessibility Map

Champlain College provides a [Campus Accessibility Map](#), which outlines accessible routes, disabled parking spaces, and elevator locations.

Accessible Parking

There are accessible parking spaces on campus for those that have a temporary or state disabled plate/placard. A corresponding campus parking permit will need to be displayed as well. Please contact [Transportation](#) directly for more information.

Accessible Housing

Students with disabilities who need to be placed in physically accessible and/or wheelchair accessible residence halls, or those that will need special equipment, such as a door light or other such equipment, should contact the Office of Accessibility to request Housing Accommodations prior to the beginning of the school year (preferably by the deadlines noted on page 8). This information is needed as early as possible to ensure that the expressed needs are met prior to the student arriving on campus.

Personal Care Attendants

The hiring, supervision of, and payment to personal care attendants are the responsibility of the student needing attendant services. The Office of Accessibility can assist students in locating applications for personal care attendants if requested. Those interested in hiring a personal care attendant can publicize the employment opportunity through other avenues in the community. Students living in campus residence halls who have a live-in care attendant should work directly with the Office of Accessibility and Housing & Residential Life.

College Obligation

The College has a responsibility to respond to a student who discloses a disability and requests accommodations. We request disability documentation and develop accommodation and service recommendations based on this information. Accommodations and services may not be provided if the student

does not follow the Office of Accessibility and College policies and procedures, including requests for documentation. Disability documentation is housed in a confidential student file and does not become a part of the students' academic record.

Legal History

The Americans with Disabilities Act (ADA) of 1990 and is a federal civil rights law designed to provide equal opportunity for people with disabilities. The ADA ensures equal access and opportunity and also protects individuals with disabilities from discrimination. The ADAAA stands for The American with Disabilities Act Amendments Act of 2008, and broadens the scope of the ADA in some instances. Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

Students are legally entitled to the accommodations that they receive at a post-secondary institution. Due to the ADA and ADAAA, people with disabilities have had an equal opportunity to attend and participate in college. Some of the requirements for colleges and universities are listed below:

- Program accessibility for individuals with disabilities.
- Fair admissions requirements.
- Provisions for academic adjustments to ensure that evaluations do not measure the disability.
- Provision of auxiliary aids, services, etc.

The Office of Accessibility assists Champlain College in meeting these legal obligations. To accomplish this, certain expectations are made of each student who receives services.

Student Responsibilities

As a student, it is your responsibility to identify yourself to the Office of Accessibility as an individual with a disability and to request accommodations. According to the laws, an individual with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, learning, caring for oneself, speaking, breathing, thinking, concentrating, etc. *Documentation of the disability must be provided to the Office of Accessibility and is kept on file to assist in determining appropriate accommodations. The documentation must support the accommodations requested by the student and requests for accommodation must be made in a timely manner.*

The Office of Accessibility works closely with each student to individually determine what accommodations are effective and appropriate. Communication is key. You, the student, know best how your disability affects you. It is important to feel comfortable discussing this with your Office of Accessibility staff and to know what kind of assistance you need to be successful.

Information on laws prohibiting discrimination on the basis of disability are available from many sources. See the Office of Accessibility staff if you would like more information.

Accommodation Appeals and Grievance Process

Consistent with the spirit of the Americans with Disabilities Act (ADA), Champlain College determines disability accommodations through a deliberative, interactive process involving disability services professionals and the individual students themselves.

However, a student may disagree about the appropriateness of an accommodation decision as part of the deliberative process. Often, further dialogue between the parties, or obtaining more documentation, can lead

to effective solutions. However, students retain the right to appeal decisions made by the Office of Accessibility.

Informal Appeal Process

The Director of the Office of Accessibility (or designee) will review any written appeals and the students' files. The Director may meet with students to discuss their requests. To reach a decision, the Director may also ask for more disability documentation, ask to consult with treating healthcare providers, or collaborate with other faculty/staff or outside experts (only with the student's permission). Review processes are conducted in a timely manner. Students will receive a written response from the Office of Accessibility upholding or rescinding accommodation decisions generally within ten business days of the written appeal (may be dependent upon review of additional documentation and/or correspondence with healthcare provider(s)).

If the student disagrees with the outcome determined by the Director or is unsatisfied with the Informal Appeals Process, they can submit written notice to the Director of the Office of Accessibility of their decision to continue with the Formal Appeal Process.

Formal Appeal Process

1. Appeals of decisions made through the Informal Appeal Process regarding the determination or provision of accommodations or auxiliary aids and services must be in writing. Students should initiate the appeal process within five business days of receiving the decision of the Informal Appeal Process.
2. Ideally, the student's written statement should include a) a clear statement of the request or concern; b) the grounds on which the appeal is based; c) the date of any action that the student is appealing; d) the names of all Champlain College employees involved; e) a summary of the action(s) the student has taken to resolve the matter informally if any; and f) a statement of the student's expectation of specific outcome.
3. The written appeal must be submitted to the Vice President of Student Affairs.
4. The final decision shall be provided to the student and the Office of Accessibility within ten business days.
5. The determination is final and cannot be appealed within the College.

Disability Discrimination

Students may report bias incidents using the Bias Incident Reporting Form:

<https://www.champlain.edu/office/student-affairs-diversity-inclusion/safety-respect/bias-education-response-process/>

Students also have the right to register a complaint with the Office of Civil Rights. The Office of Civil Rights may be contacted at the following address:

U.S. Dept. of Education
Office of Civil Rights
POCH 222
Boston, MA 02109

Students may also register a complaint with the Vermont Human Rights Commission, at the following address:

Human Rights Commission
State of Vermont
14-16 Baldwin Street
Montpelier, VT 05633-6301

(800) 416-2010 (Toll Free VT)
(802) 828-1625 (Voice)
human.rights@vermont.gov (Email)