

## • *Disability Services* •

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### Accommodations Fact Sheet

The Boston Architectural College (BAC) is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations. The BAC is committed to providing individualized support to students with disabilities based on their unique needs. To fulfill this mission, the Disability Services Coordinator (DS Coordinator) works with students who have documented disabilities to ensure equal educational access.

#### To be eligible for accommodations at the BAC, what criteria do I need to meet?

- You must be officially accepted and planning to attend the BAC
  - *Exceptions will be made for students who are eligible to receive accommodations during the enrollment process*
- You must *hand-deliver* the required documentation to the DS Coordinator
  - *Distance student should contact the DS Coordinator to make alternate arrangements*

#### To whom do I disclose to that I am a student with a disability looking to activate accommodations?

Accommodations/services can only be activated at the BAC once a student self-discloses their disability to the DS Coordinator, Karen Stephanides.

#### When should I identify myself as a student with a disability to the DS Coordinator?

Students may schedule a meeting with the DS Coordinator at any time during their academic career at the BAC. However, it is highly encouraged to schedule a meeting as early as possible.

#### As a student with a disability, what are my responsibilities?

- To identify yourself to the DS Coordinator
- To meet and maintain the BAC's academic standards
- To deliver required documentation to the DS Coordinator at least two weeks prior to the intended use of accommodations
- To maintain compliance with the BAC's documentation requirements
- To bear the cost of the evaluation(s) required by the BAC
- To complete the Disability Support Services Packet (provided to you by the DS Coordinator)
- To schedule a meeting with the DS Coordinator *every* semester to activate accommodations
- To actively participate in the search for accommodations and auxiliary aids
- To communicate with instructors about how accommodations will be implemented in each classroom
- To notify instructors and the DS Coordinator at least *two* days (*five days for final exams*) prior to the intended use of accommodations

#### What are the BAC's responsibilities to a student with a disability?

- To review documentation and activate reasonable accommodations in a timely manner
- To provide reasonable accommodations once they are activated (accommodations will **not** be provided retroactively)
- To request additional documentation if that which is provided is inadequate or outdated
- To share information regarding a student's accommodations only with those individuals involved in the assessment and implementation of their accommodations
- To make every effort to reasonably accommodate students with disabilities unless unreasonable notice, undue hardship, or fundamental alteration of a program is corroborated
- To, when feasible, assist temporarily injured and impaired students, although not required by applicable law
- To provide students with information about area medical facilities, but to abstain from providing medical care or dispensing medication

## What are the BAC's documentation requirements?

- All documentation must be on letterhead, dated, signed, and include the diagnosing professional's name, title, organization, license, or certification
- All documentation should be reflective of the current student experience and will be reviewed for such appropriateness
- Specific documentation requirements apply based on the nature of one's disability and individual circumstance
- Individualized Education Plans (IEPs) are typically **not** accepted as the primary source of documentation
- Documentation prepared by a family member will **not** be accepted as the primary source of documentation

## Based on my disability, what are the BAC's specific documentation requirements?

### **Learning Disabilities and/or Attention Deficit/Hyperactivity Disorders:**

- A psycho-educational or neuropsychological evaluation completed within the past three years to include:
  - A clearly stated diagnosis of a learning disability and/or AD/HD
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

### **Physical/Medical/Neurological Disorders:**

- Documentation completed within the past three years to include:
  - A description of the nature of the disability and/or a clearly stated diagnosis
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

### **Psychiatric/Emotional/Behavioral Disorders:**

- Documentation completed within the past six months to include:
  - A clearly stated diagnosis of a psychiatric/emotional/behavioral disorder(s)
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

### **Temporary Disabilities:**

- Documentation completed within the past six months to include:
  - A clearly stated diagnosis of a temporary disability
  - Scores from any psychological and/or educational testing
  - Recommendations for accommodations

## Does the documentation I provide to the DS Coordinator remain confidential?

All information and documentation related to a disability is confidential and is not released without the student's written consent.

## Are there other acceptable sources for substantiating a student's disability and request for accommodations?

Yes, acceptable sources for substantiating a student's disability and request for accommodations can take a variety of forms. This may include a *student's self-report* (a student's narrative of his or her experiences of disability, barriers, and effective and ineffective accommodations) and *observation and interaction* (the impressions and conclusions formed by the Disability Services Coordinator during interviews and conversations with a student or in evaluating the effectiveness of previously implemented accommodations).

## Any questions regarding the above information should be directed to:

### **Karen Stephanides, MSW**

Director of Advising & Disability Services

320 Newbury Street, First Floor, #108

Boston, MA 02115

T: 617-585-0274

E: [Karen.Stephanides@the-bac.edu](mailto:Karen.Stephanides@the-bac.edu)