

STUDENT DISABILITY SERVICES FAQ

WHAT IS ART CENTER'S PHILOSOPHY REGARDING DISABILITY SUPPORT?

It is Art Center's philosophy that otherwise qualified students who have disabilities shall be given reasonable accommodation, including academic adjustment and auxiliary aids where appropriate, to ensure access to Art Center's educational programs.

WHAT IS THE DEFINITION OF A PERSON WITH A DISABILITY?

There are two definitions that are used by Art Center.

1.) A person with a disability is any person who: (a) has a physical or mental impairment which substantially limits one or more major life activities; (b) has a record of such impairments; or (c) is regarded as having such impairment.

2.) An otherwise qualified person with a disability is an individual with a disability who meets the academic and technical standards requisite to admission and participation in the college's educational program and activities.

WHAT IS CONSIDERED A MAJOR LIFE ACTIVITY?

Examples of major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Other examples of major life activities include sitting, standing, lifting, and mental and emotional processes such as thinking, concentrating, and interacting with others.

WHAT IS AN IMPAIRMENT?

An impairment is a physiological disorder affecting one or more of a number of body systems or a mental or psychological disorder. The following conditions are not impairments: 1) environmental, cultural, and economic disadvantages, 2) homosexuality and bisexuality, 3) pregnancy, 4) physical characteristics, 5) common personality traits, and 6) normal deviations in height, weight, or strength.

WHEN IS AN IMPAIRMENT CONSIDERED TO BE SUBSTANTIALLY LIMITING?

An impairment is substantially limiting if it prohibits or significantly restricts an individual's ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity.

WHAT IS THE AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504 OF THE REHABILITATION ACT?

The Americans with Disabilities Act (ADA) and Rehabilitation Act of 1974 are federal civil rights anti-discrimination laws that protect people with disabilities. They give federal civil rights protections to individuals with disabilities. They guarantee equal opportunity for individuals with disabilities in state and local government services, public instructions that received federal aid (including student financial aid), public accommodations, employment, transportation, and telecommunications.

WHAT DO I DO IF I HAVE A DISABILITY AND NEED ACCOMMODATIONS?

Schedule an appointment with the Student Disability Services Coordinator by calling 626.396.2323 or emailing cse@artcenter.edu. The Student Disability Services Coordinator will provide needed forms and information about deadlines and documentation during this appointment. Please see the Disability Policy section of the Student Handbook for information on required documentation criterion.

If you have a disability and don't require accommodations, then you do not need to schedule an appointment with the Student Disability Services Coordinator or disclose your disability status.

WHEN SHOULD I CONTACT THE STUDENT DISABILITY SERVICES COORDINATOR TO REQUEST NEEDED ACCOMMODATIONS?

You should contact the Student Disability Services Coordinator as soon as possible after being admitted to Art Center or after being diagnosed with a disability. It is in the best interest of the student to make arrangements with as much lead time as possible, as this will ensure that any accommodations determined can be arranged prior to the beginning of the term or before too much of the term elapses without needed accommodations for academic success.

AM I REQUIRED TO DISCLOSE MY DISABILITY STATUS TO RECEIVE ACCOMMODATIONS?

Yes. You are required to disclose your disability status and provide professionally verified documentation to the Student Disability Services Coordinator to receive accommodations. Please see the Disability Policy section of the Student Handbook for information on required documentation, and documentation criterion.

ARE THERE LIMITATIONS TO DISABILITY-RELATED ACCOMMODATIONS?

Yes, there are limitations. Reasonable disability-related accommodations will be provided, given the accommodations requested do not fundamentally alter the nature of the course or program, and the accommodations are not unduly burdensome, either financially or administratively.

IF I RECEIVE DISABILITY-RELATED ACCOMMODATION, WHAT WILL IT COST?

The cost of obtaining the professionally verified documentation and any supplemental assessment documentation shall be borne by the student. All reasonable accommodation granted by the Student Disability Services Coordinator and associated costs will be borne by Art Center.

WHAT ARE SOME TYPICAL DISABILITY-RELATED ACCOMMODATIONS?

Each student and their disability are handled on a case-by-case basis and may not have the same outcome, even if similar disabilities are present. With that said, there are no typical accommodations. Some commonly requested accommodations are: 1) assistance with class locations, physical access assistance, electronic scanner access, extended time on assignments and exams, and note takers. Requested accommodations must be indicated in professionally verified documentation.

WHERE CAN I FIND THE ENTIRE ART CENTER DISABILITY POLICY?

The entire Disability Policy section is in the Student Handbook. Students will also be given a copy of the policy during their initial appointment with the Student Disability Services Coordinator.

WILL MY DISABILITY AND DOCUMENTATION BE SHARED WITH ANYONE?

Student disability status, medical histories, files and documentation are kept confidential, and are only shared with others on a need to know basis, and require the student to sign a "release of information" form prior to information sharing. This includes letters provided to faculty members requesting accommodations, which do not disclose the specifics of the student's disability, but rather that the student is covered by law and what accommodations have been granted.

WHAT DO I DO IF I EXPERIENCE DISABILITY-RELATED DISCRIMINATION OR NEEDED ACCOMMODATIONS ARE NOT PROVIDED BY FACULTY OR STAFF?

Contact the Student Disability Services Coordinator for information on resolutions and the grievance procedures. If requested accommodations are not being provided, the Student Disability Services Coordinator will work with that faculty or staff member to make sure that the granted accommodations are provided.

WHAT DO I DO IF I AM AN INTERNATIONAL STUDENT WITH A DISABILITY?

Aside from your required meetings with the International Advisor, you will want to meet with the Student Disability Services Coordinator to discuss needed accommodations. Professionally verified documentation from international students needs to be translated into English prior to being given to the Student Disability Services Coordinator, and needs to meet all the same requirements of documentation required of American students. International students should note that not all accommodations received abroad may be granted.

WHAT DO I DO IF I AM HAVING PHYSICAL ACCESS PROBLEMS ON CAMPUS?

Contact the Student Disability Services Coordinator with the problem, and s/he will work with the Facilities Department, Director of Environmental Safety and come to a resolution regarding the access issue.

WHAT DO I DO IF I HAVE A TEMPORARY DISABILITY?

Contact the Student Disability Services Coordinator for information on required documentation regarding temporary disabilities. You will need to schedule an appointment with the Student Disability Services Coordinator to discuss your documentation and possible accommodations that can be made. Disabilities are considered temporary if they are no longer than 60 days in duration.

****FOR MORE INFORMATION ON DISABILITY SERVICES AND SUPPORT, PLEASE REFER TO THE DISABILITY POLICY IN THE STUDENT HANDBOOK, OR CONTACT THE STUDENT DISABILITY SERVICES COORDINATOR.***