



**Marietta College**  
ACADEMIC RESOURCE CENTER

**POLICY  
AND PROCEDURE  
GUIDELINES  
FOR  
STUDENTS WITH DISABILITIES  
AT  
MARIETTA COLLEGE**

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## **Marietta College**

### **Policies and Procedure Guidelines for Students with Disabilities**

#### Introduction

Marietta College is committed to providing equal educational opportunity and full participation for persons with disabilities. It is the policy of the college to ensure that students with a documented disability receive appropriate accommodations as mandated by state and federal law.

These policies are a reflection of the college's commitment to non-discrimination for all persons' in employment, access to facilities, student programs, activities and services. The policies are consistent with section 504 of the Rehabilitation Act of 1973 which states that no recipient of federal financial assistance may discriminate against a qualified individual with a handicap solely by reason of their disability. These policies are also congruent with the Americans with Disabilities Act (ADA) of 1990.

The following policies are the guidelines by which the faculty, staff, and students of Marietta College will support the implementation of the conditions set forth in section 504 of the Rehabilitation Act and the ADA.

#### Purpose

The purpose of this publication is to inform faculty, staff, and eligible students with a disability of the student's right to an accessible educational setting. These guidelines also answer some of the anticipated questions about policies and practices at Marietta College.

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#### Disability Services Mission Statement

Disability Services ensures a welcoming and supportive environment with equal access and opportunities to students educational and campus life endeavors at Marietta College.

The Assistant Director of Disability Services will partner with the student to understand his/her strengths and limitations in order to develop the most comprehensive accommodation plan. The disability coordinator will empower students to achieve their academic goals, and promote awareness by educating the Marietta College staff and community.

The office of Disability Services will work directly with faculty, staff, and administrators to ensure all appropriate accommodations are provided and comply with Section 504 of the Rehabilitation Act.

Students are encouraged to contact the Assistant Director of Disability Services in the Academic Resource Center for a confidential appointment to discuss available services and accommodation guidelines.

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#### Admissions and Registration

Marietta College seeks diversity in the student body that is reflective of our society. The requirements for general admission for persons with disabilities are no different than those for other people applying to Marietta College. Students may or may not decide to self-report a need for a disability related accommodation through the recruitment and/or admissions process. The college is not required to make major academic adjustments, fundamental changes, or substantially modify standards for acceptance into the program.

#### Compliance Responsibility

Marietta College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act regarding non-discrimination against persons with disabilities. Any person having inquiries concerning Marietta College's compliance with section 504 of the Rehabilitation Act of 1973 should contact the 504 Compliance Officer, Kristin English, Academic Resource Center, Marietta College, Marietta, Ohio 45750, (740) 376- 4467, who has been designated by the College to coordinate efforts to comply with Section 504.

#### Confidentiality

The Academic Resource Center and the Disability Office have the responsibility to maintain the confidentiality of student disability records and files. Disabilities information is treated as medical information and handled under strict rules of confidentiality. This information includes documentation from appropriate sources of the disability and the need for accommodation. Disability-related information is collected and maintained separate from the student's college record and is kept in secure files with limited access. No part of these records may be released without the student's informed and written consent.

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#### Grievance Procedure

If a student has a question or concern related to the compliance with a particular provision of section 504 of the Rehabilitation Act of 1973 they are encouraged to resolve their concerns through informal consultation with the college's 504 Officer. If a student decides to file a formal grievance they can file under the following procedure:

- 1) **Level One:** The student will file a formal written grievance with the 504 Compliance Officer. All formal grievances will include a written statement regarding the nature of the complaint and the desired resolution. This should be submitted on the Complaint Resolution form. Formal grievances will be promptly investigated and a decision will be rendered within 14 calendar days of the receipt. If the student is not satisfied with the response at level one then they can submit an appeal to the Director of the Academic Resource Center.
  
- 2) **Level Two:** An appeal for review of the decision reached at Level One, needs to be in writing, addressed to the Director of the ARC, 215 Fifth Street, Marietta, Ohio 45750. The appeal shall state the nature of the complaint, actions taken up to this point, the reason the student feels the decision was wrong, and a desired resolution. The Director of the ARC will render a decision within 14 calendar days of receipt. If the student is not satisfied with the response at level two, then they can appeal to the Provost.
  
- 3) **Level Three:** An appeal for review of the decision reached at Level Two, needs to be in writing, addressed to the Provost, 215 Fifth Street, Marietta, Ohio 45750. The appeal shall state the nature of the complaint, actions taken up to this point, the reason the student feels the decision was wrong, and a desired resolution. The Provost will review and render a decision within 30 working days of the receipt. The decision by the Provost is final.

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If the student is not satisfied with the services provided by the college, and is unsuccessful in resolving the issue through the internal process, the student may explore other resolutions through the Office for Civil Rights within the U.S. Department of Education. Using this grievance procedure is not a pre-requisite to the pursuit of other remedies, including filing a complaint with the Office for Civil Rights.

The United States Department of Education

Office for Civil Rights

600 Superior Ave., East, Suite 750

Cleveland, Ohio 44114

Questions regarding this process or obtaining the Complaint Resolution form can be directed to the Academic Resource Center at (740) 376- 4700 or by fax at (740) 376- 4406.

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#### Eligibility for Disability Services

Individuals with a disability who submit required documentation of their disability and request accommodations are eligible for services. **Students must register their disability with the ARC in order to be eligible for academic or other accommodations.**

#### Documentation Guidelines for Verification of a Disability

To ensure the provision of reasonable and appropriate services for students with disabilities, Marietta College requests current and comprehensive documentation of the student's disability. Eligibility for support services will be determined after a complete review of documentation that substantiates the student's disability has been reviewed.

Documentation should:

- Be current
- Include verification of the diagnosis and the severity of the disability from a qualified professional such as a licensed psychologist, psychiatrist, or a physician
- Address functional limitations describing how the impairment limits a major life activity in the educational environment
- All documentation should be submitted separately to the address below:

Marietta College  
Academic Resource Center  
Assistant Director of Disability Services  
215 5<sup>th</sup> Street  
Marietta, OH 45750

Disability specific documentation recommendations are included in the following policy guidelines.



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Documentation Guidelines (cont.)

Learning Disabilities

A diagnosis of a learning disability does not automatically qualify a student for an accommodation under the ADA.

Clinical documentation for the purpose of seeking accommodations is expected to meet the standards set forth in these guidelines. The final determination of accommodations will be determined by the Accessibility Specialist and/or the Director of the ARC based on the review of the information as outlined below.

I. Qualifications of the Evaluator

Professionals giving a diagnosis of a learning disability must be qualified to do so. The name, title, and credentials of the evaluator must be clearly stated in the documentation. The following professionals would be considered qualified to evaluate learning disabilities provided they have training and experience evaluating adolescents/adults with learning disabilities: clinical or educational psychologists, school psychologists, and neuropsychologists. All reports should be on letterhead, typed, dated, signed, and otherwise legible.

II. The Testing Must Be Current and Age Appropriate

The provision of reasonable accommodations and services is based upon the assessment of the impact of the student's disability on his/her academic performance. Therefore, it is in the student's best interest to have documentation that accurately describes the current condition and how it affects the student's current educational processes. The ARC reserves the right to request additional assessment information if questions arise.

III. Components of a Comprehensive Evaluation Report

Documentation must demonstrate that the learning disability currently and substantially limits one or more major life activities. The diagnostic process should include a thorough clinical interview. School IEP or 504 plans are helpful, but psychoeducational measures will also be used for determining reasonable accommodations pertaining to specific learning disabilities.

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Assessment and diagnosis are ideally based on a battery of assessments and not any one test or sub-test. The following are examples of such assessments:

##### **A. Diagnostic Interview**

Learning disabilities are usually manifested during childhood, though not always formally diagnosed, thus relevant historical information about the student's early academic progress should be investigated and documented. The diagnostician should provide a summary of the following:

1. Description of presenting problem
2. Developmental history
3. Relevant medical history
4. Academic testing
5. Family social history
6. Psychosocial history
7. Relevant employment history
8. A discussion of any other co-existing diagnosis

##### **B. Ability/Cognitive Testing**

The evaluation should contain a complete intellectual assessment with all cluster and subtests reported as standard scores. The following instruments are recommended:

- Wechsler Adult Intelligence Scale-IV (WAIS IV)
- Stanford-Binet Intelligence Scale- V
- Kaufman Adolescent and Adult Intelligence Test

##### **C. Academic Achievement Testing**

The following instruments are recommended for measuring comprehensive measures of achievement:

- Woodcock – Johnson IV- Tests of Achievement
- Scholastic Abilities Test for Adults (SATA)

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The following instruments are recommended for measuring specific measures of achievement:

- Nelson- Denny Reading Test
- Stanford Diagnostic Test
- Test of Written Language (TOWL – 4)
- Woodcock Reading Mastery Tests- Revised

#### D. Information Processing Testing

The following instrument is recommended:

- Woodcock-Johnson Psychoeducational Battery III- Tests of Cognitive Ability (Standard Battery- subtests 1 – 10)

#### E. Other Testing

Non-standard measures, informal assessments, or observations may be helpful in determining performance across a variety of domains. Other instruments may be incorporated with the above instruments to help rule in or out the learning disability.

Other requirements for documentation of a learning disability are as follows:

#### A. Documentation Must Include a Specific Diagnosis

The diagnostic report should include specific diagnostic impressions of the evaluator. Diagnoses should be based on the DSM-V.

#### B. Actual Test Scores from Standardized Instruments are Required

Standard scores and/or percentile rank scores should be provided for all normed measures. The data should logically reflect the presence of a substantial limitation to learning for which the student is requesting an accommodation. The test finding should document the nature and severity of the disability.

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#### **C. Each Accommodation Recommended by the Evaluator must include a Rationale**

The evaluator(s) should support accommodation recommendations with specific clinical observations and test results.

#### **D. Clinical Summary**

A good diagnostic summary will be based on a comprehensive evaluation process. It is an important part of the report. A diagnostic report should contain:

- Diagnosis and the date of onset
- Indication of the severity of the disability
- Date of the diagnosis and the date of last contact with the student
- List of tests and other measures used in the evaluation
- Summary of the student's medical, educational, and family history
- A description of how the diagnosis was reached, including an explanation of how the learning disability substantially limits a major life activity
- A list of functional limitations which may affect programs in college
- Recommendations for accommodations and other academic adjustments
- Information as to how to contact the diagnostician such as mailing address, telephone number, e-mail address, etc.

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#### Documentation Guidelines for Specific Disabilities

The following guidelines are provided to assist in the determination and development of appropriate accommodations. Documentation is used to legitimize a student's request for accommodations.

#### Attention Deficit Hyperactivity Disorder/ Attention Deficit Disorder

Recommended documentation includes:

1. A comprehensive evaluation that includes a DSM-V diagnosis for ADHD/ADD
2. Information or test scores that rule out other conditions such as learning disorders, mood disorders, relational problems, etc.
3. Clear and specific evidence of ADHD/ADD should be documented
4. Documentation should be current. The evaluation should have been completed within the past three years.
5. The test scores and/or other appropriate data should be reported to reflect the diagnosis process.
6. The use of or recommendation for any medication should be noted
7. Licensed professionals such as psychologists, psychiatrists, and physicians are qualified to render a diagnosis of ADHD/ADD. The date of the evaluation and the title of the evaluator should be included in the report on letterhead.

#### Psychiatric/Psychological

Recommended documentation includes:

1. Clear statement of the DSM-V diagnosis
2. Date of initial diagnosis
3. Current documentation (usually within a year)
4. A description of the assessment process used to make the diagnosis
5. Presenting symptoms
6. Summary of the current impact of the condition (including medication)
7. Current treatment and/or services prescribed
8. Estimated duration of the condition
9. A description of the functional limitation on learning or other major life activity
10. Medical information on letterhead signed by an appropriate physician

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#### Mobility and/or Chronic Health Disabilities

Recommended documentation includes:

1. A clear statement of the medical diagnosis from a neurologist, physician, or other medical specialist.
2. An evaluation of the functional limitations that require accommodations
3. A description of current symptoms, which meet the criteria of the diagnosis
4. Any medications currently being used or recommended
5. Medical information relating to the student's needs and the student's ability to meet the demands of the college academic program
6. A list of adaptive equipment being used
7. Suggestions of reasonable post-secondary accommodations supported by the diagnosis
8. If there are any special parking or housing accommodations requested, medical providers should provide the following:
  - a. Maximum walking distance
  - b. Can the student negotiate stairs?
  - c. Can the student ride in the campus golf cart?
  - d. Does the student have a valid, state issued handicapped parking placard or plate?
9. Documentation should be current

#### Low Vision or Blindness

Recommended documentation includes:

1. An evaluation should be conducted by a professional evaluator, including license/specialization information. Evaluations must be on letterhead, signed and dated.
2. Documentation should be current
3. A vision assessment from an ophthalmologist with a primary diagnosis
4. When appropriate, a low-vision evaluation of residual function
5. Medical information relating to the student's needs and the impact of the demands of the college academic program
6. List of any assistive technology and/or adaptive equipment being used. Include a description of the equipment, brand name, and model.

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#### Deafness or Hard of Hearing

Recommended documentation includes:

1. Documentation should be current
2. The evaluation should be conducted by a qualified professional and should include license/specialization information. Evaluations must be on letterhead, signed and dated.
3. An audiological evaluation and/or audiogram from any otolaryngologist and/or physician
4. Medical information relating to the student's needs and the impact on the demands of the college academic program
5. A list of any assistive technology and/or adaptive equipment being used. Include a description of the equipment, brand name, and model.

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#### Rights and Responsibilities of Eligible Students with a Disability

Students have the right to:

- Appropriate accommodations after providing the ARC with documentation of their disability.
- Confidentiality. Records and information are kept confidential unless the student agrees to release them in writing.
- Advocacy from the ARC with the faculty/staff when you have not received an approved accommodation.
- File a complaint resolution if you feel your right to an appropriate accommodation is not being met.
- File a civil rights complaint with the Office of Civil Rights, U.S. Department of Education if you are not satisfied with the services provided to you by the college.

Students are responsible to:

- Register their disability with the ARC and provide documentation of their disability in order to be eligible for any accommodations from the college.
- Contact the Assistant Director of Disability Services for assistance in identifying supports and accommodations.
- Contact the Assistant Director of Disability Services to coordinate sending out Accommodation Notices (Academic Access Letter) to the agreed upon faculty members at the beginning of each semester.
- Meet with faculty members to discuss appropriate arrangements for accommodations in their class.
- Request classroom and testing accommodations at least three days in advance.

The student with a documented disability must maintain the same responsibility for his/her education as non-disabled students as in meeting Marietta College academic levels, following policies on class attendance, and maintaining appropriate behavior.



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#### Faculty Responsibility

Faculty members are often the first to know that a student with a disability is in class and they are encouraged to work with the student. It is important, however, that the student be referred to the ARC for appropriate review and potential support. The faculty cannot specifically ask a student if they have a disability.

Once a faculty member has been notified about a student who receives accommodations, the student and faculty member shall:

- Discuss the implementation of appropriate accommodations
- Note their respective agreement on the back of the Accommodation Notice
- Return the signed form to the Assistant Director of Disability Services in the ARC

#### The ARC Responsibility

It is the responsibility of the ARC to meet the student's needs under section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

#### Reasonable Accommodations

Accommodations by the college are possible only after contact with the ARC has been initiated. Requests for accommodations shall be assessed after reviewing the diagnostic evaluation and discussing current need with the student. Students are encouraged to self-report their disability to their professors at the beginning of each semester to avoid delays in receiving the accommodations. If the student is new, accommodations will be implemented within a reasonable time period, usually within two weeks following the presentation of documentation. In order to receive accommodations students must sign an internal release of information and work with the ARC to send an Academic Access Letter to their instructors at the beginning of every semester. Please review Appendix A for a chart of timelines to assist students with their accommodations.

Students may elect not to disclose their disability. Should the student seek accommodations late in the semester, then he/she should be aware that grades stand as earned and accommodations will be implemented in a timely manner, in most cases within two weeks.

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If agreed upon accommodations did not meet the needs of the student, the student should contact the Assistant Director of Disability Services in the ARC for further assistance. If a student is not satisfied with the assistance they receive they should follow the procedure outlined in the complaint resolution section of these policies.

Marietta College seeks to offer support to all students and strives to make reasonable accommodations for individuals with documented disabilities.

#### Determination of the Need for Reasonable Accommodations

Under section 504, institutions are required to make modifications in academic requirements as necessary to ensure that those requirements do not discriminate or have the effect of discrimination against a student with a disability. Upon acceptance to the college, students may contact the ARC to arrange a meeting with the Assistant Director of Disability Services. The Assistant Director of Disability Services will work with the student to arrange for accommodations. Students who request reasonable accommodations must provide documentation of their disability prior to the implementation of accommodations.

#### Referrals

The Academic Resource Center and the Assistant Director of Disability Services reserves the right to refer students to other resources as might be appropriate, i.e. counselor, physician, BVR, etc. Marietta College faculty and other staff members may make a referral to the ARC through the Academic Warning System. This is an online procedure to alert the ARC of students who are having academic difficulties. An e-mail about the warning goes out to the student with an offer of assistance. Notifications are also sent to the student's academic advisor, community advisor, and coaches.

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#### Common Academic Accommodations

Reasonable accommodations are individualized and flexible. The following academic accommodations represent a partial list of common accommodations:

- Exam modifications (extended time, distraction-reduced setting, scribe, test in audio)
- Preferential seating in the front of the class to help reduce audio/visual distractions
- Accessible classroom/location/furniture
- Auxiliary aid services (volunteer note-taker, interpreter, etc.)
- Alternative text (large print, audio books, etc.)
- Taped lectures

To receive disability-related academic accommodations, students must apply for these services through the ARC in a timely manner. The Assistant Director of Disability Services will outline the process for the accommodations and discuss them with the student.

#### Adaptive Equipment

Marietta College has a variety of adaptive equipment for students to access. Arrangements are made on an individualized basis for this equipment each semester. Students should discuss their needs for the upcoming semester with the Accessibility Specialist at least two weeks prior to the start of the semester. Some items may require additional lead time. Consultation with the Accessibility Specialist is recommended.

Available equipment includes:

- Kurzweil 3000 scan/read system
- Dragon Naturally Speaking voice/dictation software
- LiveScribe pen
- Braille, tactile image enhancement, digital copies of textbooks, and other alternative text materials are available but will require a special order.

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#### Procedures for Using Accommodations

##### Exam Modifications

To request exam modifications, the student needs to provide the appropriate documentation to the ARC's Assistant Director of Disability Services. The Assistant Director of Disability Services will assist the student in identifying the appropriate testing accommodations.

After accommodations have been approved and accommodation notices are sent out, then the student should do the following:

- Arrange to meet with each instructor to discuss the accommodations and make a plan for exam days
- The proctor/scribe request form must be completed and turned in to the ARC at least 3 days prior to the test date if the student will be taking the exam in the ARC and/or requires a test reader and/or scribe. This form must be submitted for each exam that the student plans to take in the ARC.
- Final exam arrangements need to be made two weeks in advance. If you do not make these arrangements, the ARC may not be able to make space available for your exam.
- To cancel or reschedule a test, it is the student's responsibility to contact both the instructor and the ARC.
- During the test, the student will be allowed to bring and use only the materials provided by the instructor. The student should leave all other materials including jackets, purses, book bags and cell phones in the office with the testing coordinator.
- If a student has an accommodation of extended time on exams this typically requires 1 and ½ times the amount of time allotted for the exam. Any variations will be specified in the accommodation notice.
- Students must take the exam at the same time as their regularly scheduled class. Exceptions will only be made if the student has another class that they would miss or be late for due to taking their exam at the regular time.
- If difficulties arise with any exam modifications, the student should contact the Assistant Director of Disability Services or the ARC office for assistance as soon as possible.

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#### Tape-Recorded Lectures

Students with disabilities who are unable to read or take notes have the right to tape-record class activity for their personal study only. Lectures taped for this purpose may not be shared with others unless the lecturer gives written permission. Taped lectures may not be used against faculty members, other lecturers, or students whose comments are taped as part of the class activity. Information contained in the lecture is protected under federal copyright laws and may not be published or quoted without written consent of the lecturer. If a student requires a taped lecture as part of an approved accommodation, they must sign the “Tape-recorded Lecture Policy Agreement” form. This form is found in Appendix B of these policies.

#### Electronic Text

Students with disabilities who are approved to have text converted into pdf or audio files (using Kurzweil) must submit a request each semester to identify which texts they would like to have converted and into what type of file. Students must first provide proof that they have purchased the textbook for the course before any electronic files can be given. The student must follow the Copyright Law of the United States of America and may not share, sell or otherwise distribute the electronic files. Students may not modify the text files in any way and must return all electronic text to the Assistant Director of Disability Services in the Academic Resource Center at the conclusion of the semester in which the electronic files were used. If a student requires a taped lecture as part of an approved accommodation, they must sign the “Electronic Text User Agreement” form. This form is found in Appendix B of these policies.

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#### Housing Accommodations

Marietta College provides limited on-campus housing space that has been specifically reserved for occupancy by students with a documented disability. It is the responsibility of the student to identify him/herself as a student with a documented disability when seeking housing. The housing accommodation application is included in Appendix B of these policies and is available in the ARC. Application for a housing accommodation should be completed and submitted to the ARC at least one month prior to all-campus student room selections. After submitting documentation, the student will need to schedule an appointment with the Assistant Director of Disability Services to discuss the accommodations.

#### Parking

All handicap parking spaces are marked with blue stripes and signs and should be used by persons displaying state registered handicap permits or license plates. Handicap permits should be prominently displayed. Violators are subject to towing and/or fines. All parking lots that are the property of Marietta College are enforced as permit only for student, faculty, and staff. Parking permits are available through <https://www.permitsales.net/MC>. Student parking registration tags should be displayed from the rear-view mirror of the vehicle. All campus parking or traffic violation are subject to either a campus citation or a state of Ohio traffic citation.

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#### **Marietta College Service Animal Policy**

##### Pets

A “pet” is any animal kept for ordinary use and companionship. Service animals, as defined below, are not considered pets.

Pets are generally prohibited indoors on Marietta College’s campus, except in housing, where small fish are sometimes permitted as pets. For more information on fish in residence halls on campus, please refer to the Marietta College Student Handbook.

##### Service Animals

A “service animal” is any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal is not considered a pet. The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or task for the purpose of this definition of a service animal. Animals that meet this definition are considered service animals under the Americans with Disabilities Act (ADA) regardless of whether they are licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that individuals with a disability cannot perform for themselves. Guide dogs are one type of service animal that may be used by some individuals who are blind. There are also some service animals that assist persons with other kinds of disabilities. Some examples include (but are not limited to): alerting persons with hearing impairments to sounds, pulling wheelchairs or carrying and picking up things for persons with mobility impairments, and assisting persons with mobility impairments with balance.

##### Service Animals in Training

In accordance with the Ohio Revised Code 955.43, Marietta College will treat an employee or student training a service dog the same way it would be legally required to treat someone who is disabled.

## Areas of Accessibility

Under the Americans with Disabilities Act, individuals with disabilities may use service animals in any public area unless doing so would pose a danger to the health and safety of others or cause undue burden. Service animals are permitted to accompany people with disabilities in all areas of Marietta College's facilities including residence halls where students, members of the public, and other participants in service, programs or activities are allowed to go.

Additionally, Marietta College cannot ask about the nature or extent of persons disability to determine whether the person's animal qualifies as a service animal. However, when it is not readily apparent that an animal is functioning as a service animal, Marietta College staff may make two inquiries to determine whether the animal qualifies as such which are:

- 1) Is this animal trained to provide a disability-related service for you?
- 2) What work or task has this animal been trained to perform?

## Documentation

Marietta College does not require documentation as proof that an animal has been certified, trained, or licensed as a service animal. Individuals accompanied by a service animal on campus but who do not need any disability-related accommodations are not required to register with Disability Services, nor is such an individual required to submit a request for reasonable accommodations to receive access for his or her service animal. Individuals who plan to have a service animal in the residence halls are asked to make a formal notification at least 30 days prior to move- in. This can be done by contacting the Assistant Director of Disability Services in the Academic Resource Center.

## Responsibilities of People with Disabilities Using Service Animals

Marietta College is not responsible for the care or supervision of service animals. People with disabilities are responsible for the cost, care, and supervision of service animals including:

- 1) Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- 2) Keeping the animal under control and taking effective action when it is out of control;  
and
- 3) Feeding and walking the animal and disposing of its waste.

For specific campus areas designated by Marietta College for toileting of animals, please contact the Office of Community Living (Andrews Hall, First Floor). Waste disposal via college plumbing is prohibited in the residence halls. The Office of Community Living can provide guidance on where to properly dispose of animal waste.



Marietta College will not require surcharges or fees for service animals. However, a person with a disability may be charged for damage caused by an emotional support animal or service animal to the same extent that the College would normally charge a person for the property damage they cause.

People with disabilities who are accompanied by service animals must comply with the same rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

### Guidelines for Notification and Rights of Marietta College Community

When a request for a Service Animal has been approved, the Office of Community Living staff will make a reasonable effort to notify the other residents in the housing where the Service Animal will be located. This notice will be limited to information about the animal's presence as an accommodation to a student: there will be no disclosure of the student's disability. Other resident students with medical condition(s) who are directly and negatively impacted by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Accessibility Services if they have health or safety related concerns about exposure to a Service Animal. Such effected students may be eligible for a disability accommodation when living in proximity to a Service Animal. Disability Services and the Office of Community Living will collaborate, as necessary, to resolve conflicts related to a Service Animal. Staff members will consider the needs and/or accommodations of all resident students involved.

All roommates of the Owner must agree in writing that the Service Animal will be in the residence with them. In the event that one or more roommates do not approve, either the Owner and the Service Animal or the non-approving roommate(s), as determined by the Office of Community Living, may be moved to a different location.

A paw print/Service Animal decal will be affixed outside the Owner's unit as a notification to the facilities staff that an animal resides in the unit. The owner or a roommate should be present during any scheduled maintenance visit.

### Guidelines for Members of Marietta College's Community

To ensure equal access and nondiscrimination of people with disabilities, all members of the Marietta College community must abide by all of the following practices:

- 1) Allow service animals and ESA's to accompany people with disabilities on campus;
- 2) Do not ask for details about a person's disability;
- 3) Do not pet a service animal or an ESA, as it distracts the animal from its work;
- 4) Do not feed a service animal or an ESA;
- 5) Do not deliberately startle, tease, or taunt a service animal or ESA; and
- 6) Do not separate or attempt to separate a person from his/her service animal or ESA

If you have a disability that may be affected by the presence of animals, please contact the Assistant Director of Disability Services in the Academic Resource Center. Marietta College is committed to ensuring the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as quickly as possible.

### Questions

Questions or concerns related to this policy should be addressed to the Assistant Director of Disability Services in the Academic Resource Center on the third floor of Andrews Hall.  
Phone: 740.376.4467

## **Marietta College**

### **Policies and Procedure Guidelines for**

### **Students with Disabilities**

#### **Marietta College Emotional Support Animal Policy**

##### Pets

A “pet” is any animal kept for ordinary use and companionship. Emotional support animals, as defined below, are not considered pets.

Pets are generally prohibited indoors on Marietta College’s campus, except in housing, where small fish are sometimes permitted as pets. For more information on fish in residence halls on campus, please refer to the Marietta College Student Handbook.

##### Emotional Support Animals

An emotional support animal is defined as an animal that provides emotional or other support that ameliorates one or more identified symptoms of a person’s disability. Unlike service animals, emotional support animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses.

Unlike service animals, emotional support animals are generally not allowed to accompany persons with disabilities in all public areas of Marietta College. However, an ESA may reside in college housing, and may accompany the individual in all public or common-use areas of housing and may be needed to afford the person with a disability an equal opportunity to use and enjoy housing. Before an ESA can move into the residence halls with a person with a disability, a request must be made to the Academic Resource Center’s Assistant Director of Disability Services, and approval must be granted 30 days prior to move-in. If the disability for which the person request an emotional support animal is not obvious, the ARC will require documentation from a licensed physician or mental health provider, including without limitation, a qualified psychiatrist, social worker, or other mental health professional , who must provide sufficient information for the ARC to determine:

- 1) The provider’s diagnosis of the persons condition/disability;
- 2) The provider’s opinion that the condition effects a major life activity;
- 3) The provider’s opinion that the ESA has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person’s condition and/or to help the person use and enjoy residence life and the services;

- 4) The provider's opinion of what the ESA will provide to the student in terms of how the ESA will alleviate and help lessen the impact of the person's disability;
- 5) Any additional rationale or information that Marietta College may reasonably need to understand the basis for the professional opinion.;
- 6) The Academic Resource Center's Assistant Director of Disability Services will review the documentation described above and, if he/she determines a qualifying disability exists, will arrange a meeting with a member from Office of Community Living and the person requesting that an ESA be housed in the residence halls. This policy will be carefully reviewed with the person at that time and an interactive dialogue will take place to determine whether or not the animal is a reasonable accommodation considering available alternative accommodations and the impact of the animal in the residence halls.

For more information, please contact the Assistant Director of Disability Services in the Academic Resource Center. You will be asked to provide the Assistant Director of Disability Services with clear, detailed documentation. A diagnostic statement must be made, and the documentation must be signed and on letterhead.

While ESA's are generally not allowed indoors on Marietta College's campus other than in housing, people with disabilities may request approval from the ARC's Assistant Director of Disability Services to have the support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis, consistent with applicable laws.

#### Responsibilities of People with Disabilities Using Emotional Support Animals

Marietta College is not responsible for the care or supervision of support animals. People with disabilities are responsible for the cost, care, and supervision of ESA's including:

- 1) Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- 2) Keeping the animal under control and taking effective action when it is out of control; and,
- 3) Feeding and walking the animal and disposing of its waste.

For specific campus areas designated by Marietta College for toileting ESA's, please contact the Office of Community Living. Waste disposal via college plumbing is prohibited in the residence halls, but the Office of Community Living can provide guidance on where to properly dispose of animal waste.

Marietta College will not require surcharges or fees for ESA's. However, a person with a disability may be charged for damage caused by an ESA to the same extent that the College would normally charge a person for property damage they cause.

People with disabilities who are accompanied by ESA's must comply with the same rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

### Exceptions and Exclusions

Marietta College may pose some restrictions on, and may even exclude, an ESA in certain circumstances. As noted previously, ESA's are generally not allowed indoors on Marietta College's campus other than in the residence hall. Persons with disabilities may request approval from the ARC to have the ESA accompany them to other campus areas as a reasonable accommodation. Such requests will be considered on a case-by-case basis, consistent with applicable laws. Any ESA may be excluded from an area in which it was previously authorized to be only if:

- 1) It is out of control and effective action is not taken to control it;
- 2) It is not housebroken (or in the case of an ESA that deposits waste in a designated cage or litter box, the owner fails to clean and maintain the cage or box such that the cleanliness of the room is not compromised); or
- 3) It poses a direct threat to the health and safety of others that cannot be alleviated by reasonable modifications practices, procedures, or the provision of auxiliary aids or services.

In considering whether an ESA poses a direct threat to the health or safety of others, Marietta College will make an individualized assessment based on reasonable judgment, current medical knowledge, or the best available objective evidence to determine:

- 1) The nature, duration, and severity of the risk
- 2) The probability that any potential injury will actually occur
- 3) Whether reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services will mitigate the risk.

The ARC will provide a written statement of explanation to any person with a disability if a determination is made that the presence of that person's ESA would fundamentally alter the nature of a program, service, or activity. In the event that restriction or removal of an ESA is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the ESA present.

### Guidelines for Notification and Rights of Marietta College Community

When a request for an Emotional Support Animal has been approved, the Office of Community Living staff will make a reasonable effort to notify the other residents in the housing where the

Emotional Support Animal will be located. This notice will be limited to information about the animal's presence as an accommodation to a student: there will be no disclosure of the student's disability. Other resident students with medical condition(s) who are directly and negatively impacted by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Accessibility Services if they have health or safety related concerns about exposure to a Service Animal. Such effected students may be eligible for a disability accommodation when living in proximity to an Emotional Support Animal. Disability Services and the Office of Community Living will collaborate, as necessary, to resolve conflicts related to an Emotional Support Animal. Staff members will consider the needs and/or accommodations of all resident students involved.

All roommates of the Owner must agree in writing that the Emotional Support Animal will be in the residence with them. In the event that one or more roommates do not approve, either the Owner and the Service Animal or the non-approving roommate(s), as determined by the Office of Community Living, may be moved to a different location.

A paw print/Service Animal decal will be affixed outside the Owner's unit as a notification to the facilities staff that an animal resides in the unit. The owner or a roommate should be present during any scheduled maintenance visit.

#### Guidelines for Members of Marietta College's Community

To ensure equal access and nondiscrimination of people with disabilities, all members of the Marietta College community must abide by all of the following practices:

- 7) Allow service animals and ESA's to accompany people with disabilities on campus;
- 8) Do not ask for details about a person's disability;
- 9) Do not pet a service animal or an ESA, as it distracts the animal from its work;
- 10) Do not feed a service animal or an ESA;
- 11) Do not deliberately startle, tease, or taunt a service animal or ESA; and
- 12) Do not separate or attempt to separate a person from his/her service animal or ESA

If you have a disability that may be affected by the presence of animals, please contact the Assistant Director of Disability Services in the Academic Resource Center. Marietta College is committed to ensuring the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as quickly as possible.

**Marietta College**  
**Policies and Procedure Guidelines for**  
**Students with Disabilities**

Accommodation Request Time Grid

<u>Accommodation</u>	<u>Suggested Timeframe</u>
Housing Accommodations	4 – 6 weeks (prior to the beginning of semester)
Alternate Textbooks	2 – 3 weeks
Interpreter	3 – 4 weeks
Note taker	2 – 3 weeks
Braille	6 – 8 weeks
Special Furniture	6 – 8 weeks
Reader/writer	1 – 2 weeks
Tutoring	3 days – 1 week
Adaptive Equipment	4 – 8 weeks
Test Proctoring	3 days – 1 week

\*\*Students must apply for services in a timely manner. Some accommodations take more lead time than others. This grid was developed to ensure that care is taken to order items as needed for effective student use. Questions regarding timelines should be directed to the Assistant Director of Disability Services in the ARC.

**Marietta College**  
**Policies and Procedure Guidelines for**  
**Students with Disabilities**

Job descriptions for student workers within the Academic Resource Center

The following descriptions are included:

Accommodations Assistant-Alternate Text Developer

Accommodations Assistant-Proctor

Accommodations Assistant- Volunteer Student Note-Taker



## **Academic Resource Center – Accommodations Assistant**

**Title:** Accommodations Assistant-Alternate Text Developer

### **Job Description**

Accommodations Assistant-Alternate Text Developers support Marietta College students' educational accessibility by providing accommodations related services and materials to students with documented disabilities. Alternate Text Developers work to convert written text to audio format in order for students with disabilities to have a supplemental resource to facilitate learning in their specific course. The Alternate Text Developer job responsibilities include, but are not limited to:

- Attending a mandatory “Kurzweil-Audio” training at the beginning of their employment
- Providing a consistent schedule of work availability and reporting on time and prepared for work
- Maintaining appropriate and professional behavior while working in the Quiet Testing Lab. No eating, drinking, talking on the phone, or typing (unless authorized by the Administrative Coordinator), and no loud or excessive noise
- Working diligently during shifts to convert all text from Kurzweil to audio format for required due dates
- Maintaining the excel spreadsheet of audio conversion, progress and due dates
- Consistently maintaining the confidentiality of the students receiving accommodations
- Regularly reporting progress and other pertinent information to the Accessibility Specialist at the conclusion of each work shift
- Abiding by overall ARC policies and procedures and the Student Code of Conduct

### **Reporting**

All Accommodations Assistant- Alternate Text Developer staff will report to the Assistant Director of Disability Services in the Academic Resource Center

### **Employment Period**

Accommodations Assistant-Alternate Text Developer staff are required to complete one Pay Authorization Form (PAF) per academic year. The employment period ends at the conclusion of either fall/spring semester, or when the student graduates, is no longer a full-time student, is terminated, or resigns.

## **Job Benefits**

- Enriching the educational experience of your peers
- Flexible scheduling
- Developing and demonstrating valuable skills in communication, collaboration, and leadership
- Proficiency in Kurzweil 3000 reader software
- Positive resume builder

## **Minimum Qualifications**

- Must complete mandatory training sessions at the beginning of employment and during the course of the semester as established by ARC staff
- Must be able to work with little to no supervision
- Must be a current full-time Marietta College student in good academic standing
- Demonstrates strong interpersonal skills
- Demonstrate high degrees of responsibility, reliability, and punctuality
- Maintain appropriate and professional behavior at all times

## **To Apply**

To apply for an Accommodations Assistant-Alternate Text Developer position, please submit a complete and signed application form to the Administrative Coordinator in the Academic Resource Center. Your application will be reviewed and if eligible, you will be invited to an interview.

## **Academic Resource Center – Accommodations Assistant**

**Title:** Accommodations Assistant-Proctor

### **Job Description**

Accommodations Assistants support Marietta College students' educational accessibility by providing accommodations related services and materials to students with documented disabilities. Proctors support the academic integrity of the Academic Resource Center by monitoring the testing lounge while students with documented disabilities take exams in a distraction-reduced setting with or without extended time. Proctors not only monitor the testing locations, but report any suspicious activity to the Assistant Director of Disability Services, Director, or Administrative Coordinator of the Academic Resource Center. Proctor job responsibilities include, but are not limited to:

- Promptly responding to all email and text message communication from the Administrative Coordinator or the Accessibility Specialist.
- Arriving at least 5 minutes before a scheduled proctoring shift and completing the full duration of the shift unless otherwise notified by an ARC staff member
- Keeping quiet during testing times; no eating, drinking, talking on phone, or typing (unless authorized by the Administrative Coordinator), or making any loud or excessive noise
- Reporting any suspicious behavior to the Administrative Coordinator, Accessibility Specialist, or Director of the Academic Resource Center
- Consistently maintaining the confidentiality of students receiving accommodations
- Being active and alert during shifts to ensure students comply with academic integrity
- Monitoring and recording when students leave the testing lounge to either speak to the Administrative Coordinator or to use the restroom
- Abiding by overall ARC policies and procedures and the Student Code of Conduct

### **Reporting**

All Accommodations Assistant- Proctor staff will report to the Administrative Coordinator in the Academic Resource Center

### **Employment Period**

Accommodations Assistant/Proctors are required to complete one Pay Authorization Form (PAF) per academic year. The employment period ends at the conclusion of either fall/spring semester, or when the student graduates, is no longer a full-time student, is terminated, or resigns.

## **Job Benefits**

- Enriching the educational experience of your peers
- Flexible scheduling
- Developing and demonstrating valuable skills in communication, collaboration, and leadership
- Positive resume builder

## **Minimum Qualifications**

- Must complete mandatory training sessions at the beginning of employment, and during the course of the semester as established by ARC staff.
- Must be a current full-time Marietta College student in good academic standing
- Demonstrates strong interpersonal skills
- Demonstrates high degrees of responsibility, reliability, and punctuality
- Maintains appropriate and professional behavior at all times

## **To Apply**

To apply for an Accommodations Assistant-Proctor position, please submit a complete and signed application form to the Administrative Coordinator in the Academic Resource Center. Your application will be reviewed and if eligible, you will be invited to an interview.

## **Academic Resource Center – Accommodations Assistant**

**Title:** Accommodations Assistant- Volunteer Student Note-Taker

### **Job Description**

Accommodations assistants support Marietta College students' educational accessibility by providing accommodations related services and materials to students with documented disabilities. Volunteer Student Note-Takers are a supplemental resource and accommodation for students registered with Accessibility Services and support registered students by taking detailed notes during academic courses. Notes provided by Volunteer Student Note-Takers do not replace the accommodated student's own class notes, but are provided to supplement the notes the accommodated student has already taken. Volunteer Student Note-Taker job responsibilities include, but are not limited to:

- Attending every class in a timely fashion
- Taking accurate, legible, and detailed notes, whether on paper or by computer, for the accommodated student
- Promptly communicating with the professor and Assistant Director of Disability Services if unable to attend a class meeting
- Providing a copy of the notes, whether handwritten or in Microsoft word, to the Assistant Director of Disability Services in the Academic Resource Center. The copy machine in the ARC is available to make the copies
- Consistently maintaining the confidentiality of students receiving accommodations
- Abiding by overall ARC policies and procedures and the Student Code of Conduct

### **Reporting**

All Volunteer Student Note-Takers report directly to the Assistant Director of Disability Services in the Academic Resource Center

### **Volunteer Employment Period**

Volunteer Student Note-Takers must be recommended by a faculty member and are responsible for reporting to the Accessibility Specialist in order to fill out an information sheet and sign the job description agreement form. Volunteer Student Note-Taker job responsibilities begin when notified by the professor and conclude at the end of the semester, or when otherwise notified by the Assistant Director of Disability Services.

## **Volunteer Benefits**

- Enriching the educational experience of your peers
- Gaining 15 hours of community services, as approved by the Assistant Director of Disability Services
- Retaining information in the course for which notes are taken
- Developing and demonstrating valuable skills in communication, collaboration, and leadership
- Positive resume builder

## **Minimum Qualifications**

- Must be recommended by a faculty member
- Must promptly and consistently attend class
- Must be able to pay attention to class and to write accurate, complete, eligible, and detailed notes in a timely fashion
- Must complete a Volunteer Student Note-Taker orientation session
- Must be a current full-time Marietta College student in good standing
- Demonstrate written communication skills

## **To Apply**

Faculty members nominate students to serve as Volunteer Student Note-Takers. If you have been nominated by a faculty member for this position, you will be contacted by the Assistant Director of Disability Services. To accept this volunteer position, you will meet with the Assistant Director of Disability Services and review the job expectations together.

**Marietta College**  
**Policies and Procedure Guidelines for**  
**Students with Disabilities**

FORMS:

Alternate Text Request

Conflict Resolution Form: Grievance Procedure

Documentation Checklist

Electronic Text User Agreement

Emotional Support Animal Application

Emotional Support Animal Handler Agreement

Flash Drive Agreement Policy

Housing Accommodation Application

Proctor/Scribe Request

Service Animal Handler Agreement

Student Self Report Form

Tape-Recorded Lecture Policy Agreement

Temporary Accommodations Request

Testing Accommodation Policy

Appendix C



# Marietta College

ACADEMIC RESOURCE CENTER

## REQUEST FOR ALTERNATE TEXT FORMAT

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Term to be Used: \_\_\_\_\_

Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Title of Book: \_\_\_\_\_ Edition: \_\_\_\_\_

ISBN: \_\_\_\_\_ Author: \_\_\_\_\_

Format:      PDF              Kurzweil

Purchased from:    \_\_\_\_\_ MC Bookstore    \_\_\_\_\_ Other : \_\_\_\_\_

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**\*FOR STAFF USE ONLY**

Available from Bookshare:    \_\_\_\_\_ yes \_\_\_\_\_ no

Available from AccessText:    \_\_\_\_\_ yes \_\_\_\_\_ no

Requested from Publisher:    \_\_\_\_\_ yes \_\_\_\_\_ no

Publisher Name: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





**Marietta College**  
ACADEMIC RESOURCE CENTER

**Grievance Procedure**  
**Conflict Resolution Form**

Student Name: \_\_\_\_\_

MC ID # \_\_\_\_\_

Date filed: \_\_\_\_\_

Nature of Complaint

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Desired Resolution

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Date discussed with 504 Compliance Officer: \_\_\_\_\_

Outcome of Level I

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\_\_\_\_\_  
504 Compliance Officer Signature

\_\_\_\_\_  
Date

Referred to Level II- Sent to Director of the ARC on \_\_\_\_\_

Outcome of Level II

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Decision sent to student on \_\_\_\_\_

\_\_\_\_\_

Director of the ARC Signature

Referred to Level III- Sent to the Provost on \_\_\_\_\_

Outcome of Level III

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Decision sent to student on \_\_\_\_\_

\_\_\_\_\_

Provost Signature



## **Documentation Checklist**

To facilitate the collection of critical documentation, please provide a comprehensive report that contains the items listed in the following checklist.

A diagnostic report should contain:

- Specific diagnosis and date of diagnosis
- Severity of the disability
- Date of the last contact with the student
- List of tests given or other measures used to assess the following: Aptitude, achievement, information processing
- Summary of the student's medical, educational, and family history that may relate to the learning disability
- List of functional limitations that may affect programs in college
- Summary of how the diagnosis was reached and how the disability substantially limits a major life activity
- Recommendations for appropriate accommodations
- Other information relevant to the student's academic adjustment
- Signature and contact information of the diagnostician.

Return this information marked confidential to:

Assistant Director of Disability Services

Marietta College

Academic Resource Center

215 Fifth Street

Marietta, OH 45750



**Marietta College**  
ACADEMIC RESOURCE CENTER

## **Electronic Text User Agreement**

I verify and agree that:

- I have purchased a printed copy of the textbook and will share a copy of the receipt with the Academic Resource Center.
- I am enrolled in the course that the text has been adopted.
- I acknowledge that I do not own the electronic text. I also acknowledge that the text is furnished “As is” and contains copyrighted and/or proprietary and confidential information of the publisher and its licensors.
- I will not revise, convert or otherwise modify the text files.
- I will not share, sell, rent or otherwise distribute the electronic files.
- In using the electronic files provided by the publisher, I understand that the student, the Academic Resource Center, and/or any other college official will abide by the Copyright Law of the United States of America, as amended (17 U.S.C. Sec 101 et seq.) and the applicable code of conduct and policy of Marietta College.
- I will return the electronic files to the ARC upon completion of the course.
- I also understand that if the textbooks are not available in electronic text that the ARC has made available scanning equipment for me to utilize.
- If needed I will request the ARC to assist me in identification of other available resources.

By signing this agreement, I indicate that I have read, understood, and accepted the terms of this agreement.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Marietta College Emotional Support Animal Application

### Part I. To Be Completed by the Student

Student Name: \_\_\_\_\_ MC ID # \_\_\_\_\_

Current Housing Assignment: \_\_\_\_\_ Number of Roommates: \_\_\_\_\_

Roommate(s) Name: \_\_\_\_\_

Please list the name and contact information for an emergency contact person in the event that you are hospitalized or are unable to care for the pet: \_\_\_\_\_

Date submitted: \_\_\_\_\_ for Term Starting: \_\_\_\_\_

Type of animal being requested: \_\_\_\_\_

Reason for requesting this type of animal:

\_\_\_\_\_  
\_\_\_\_\_

Description of why this accommodation is needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, certify that the information presented on this application is true.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

## Marietta College Emotional Support Animal Application

### Part II. Documentation from Health Care Provider

Student Name: \_\_\_\_\_

Name of Health Care Provider: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

The health care provider should provide the following:

- 1) The provider's diagnosis of the persons condition/disability;
- 2) The provider's opinion that the condition effects a major life activity;
- 3) The provider's opinion that the ESA has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person's condition and/or to help the person use and enjoy residence life and the services;
- 4) The provider's opinion of what the ESA will provide to the student in terms of how the ESA will alleviate and help lessen the impact of the person's disability;
- 5) Any additional rationale or information that Marietta College may reasonably need to understand the basis for the professional opinion.;

This information should be provided on professional office letterhead and be included with this sheet.

The document(s) may be returned to the student to be submitted to our office, it can be sent to our office directly through our confidential Fax at 740.376.4406, or it may be sent through standard mail.

To send documentation or for any questions please contact:

Kristin English

Assistant Director of Disability Services, Academic Resource Center

Marietta College

215 Fifth Street

Marietta, OH 45750

740.376.4467 (phone)/ 740.376.4406 (fax)

Email: [thomask@marietta.edu](mailto:thomask@marietta.edu)



**Marietta College**  
ACADEMIC RESOURCE CENTER

**Emotional Support Animal Handler Agreement**

**Emotional Support Animal Owner**

I, \_\_\_\_\_, verify that I have read the entire Marietta College Emotional Support Animal Policy and I agree to abide by this policy.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date

**Roommate(s)**

I, \_\_\_\_\_, verify that I have read the entire Marietta College Emotional Support Animal Policy and I understand my rights and responsibilities. I agree to have an Emotional Support Animal living within my residential unit.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date

I, \_\_\_\_\_, verify that I have read the entire Marietta College Emotional Support Animal Policy and I understand my rights and responsibilities. I agree to have an Emotional Support Animal living within my residential unit.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date



Marietta College

ACADEMIC RESOURCE CENTER

## Flash Drive Agreement Policy

Term: \_\_\_\_\_

I, \_\_\_\_\_, understand that the flash drive that I have been given is the property of the Academic Resource Center and **must** be returned at the end of the current semester. If I do not return the flash drive I will be charged a fee according to the cost of the textbooks that are provided on the flash drive. If the flash drive is damaged or lost it will not be replaced at the expense of the Academic Resource Center. I also understand that the content of the flash drive is to be used by myself only and cannot be copied or reproduced in any manner.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date





**Marietta College**

ACADEMIC RESOURCE CENTER

## **Housing Accommodation Application**

This form is to be completed by any Marietta College student seeking housing accommodations due to a documented disability or medical condition (other than the request for an air conditioner). To assist in the full and fair evaluation of such requests, the student seeking accommodations is responsible for completing the following process:

- 1) This *Housing Accommodation Application* must be completed in full and returned to the Assistant Director of Disability Services in the Academic Resource Center a minimum of one month prior to all campus student room selections for the semester for which the accommodation is being requested.
- 2) The student must meet with the Assistant Director of Disability Services in the Academic Resource Center to discuss his/her disability and the potential need for accommodations.
- 3) **IF** the housing accommodation is approved, the student will then meet with the Housing Officer in the Office of Community Living to discuss room selection.

Please direct any questions and return completed forms to:

Kristin English

Assistant Director, Disability Services

Academic Resource Center

Marietta College

215 Fifth Street

Marietta, OH 45750

740-376-4467 (phone)/ 740- 376- 4406 (fax)

Email: [thomask@marietta.edu](mailto:thomask@marietta.edu)

**Marietta College Housing Accommodation Application**

**Part I. To Be Completed by the Student**

Student Name: \_\_\_\_\_ MC ID# \_\_\_\_\_

Date submitted: \_\_\_\_\_ for Term Starting: \_\_\_\_\_

Description of housing accommodation being requested:

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Reason housing accommodation is needed:

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I, \_\_\_\_\_, certify that the information presented on this application is true.

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Student Signature

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Date

**CONTINUE TO PART II WHICH MUST BE COMPLETED BY YOUR HEALTH CARE PROVIDER IN ORDER FOR THE APPLICATION TO BE ACCEPTED**

## Marietta College Housing Accommodation Application

### Part II. To Be Completed by Health Care Provider

Student Name: \_\_\_\_\_

Name of Health Care Provider: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Practitioner should provide the following:

- 1) Verification that you have been actively treating the individual making the request
- 2) Verification that the individual has a qualifying medical condition or disability that limits a major life activity
- 3) Recommended accommodation(s) and duration of accommodation
- 4) Explanation of how the reasonable accommodation(s) will assist the student.

This information should be provided on your professional office letterhead and be included with this sheet.

You may return the documents to the student to be submitted to our office or you can send them to our office directly through our confidential Fax at 740.376.4406 or they may be sent through standard mail.

To send documentation or for any questions please contact:

Kristin English

Assistant Director, Disability Services

Academic Resource Center

Marietta College

215 Fifth Street

Marietta, OH 45750

740-376-4467 (phone)/ 740- 376- 4406 (fax)

Email: [thomask@marietta.edu](mailto:thomask@marietta.edu)



# Marietta College

ACADEMIC RESOURCE CENTER

## Proctor/Scribe Request

**Student Information:**

Date of Request: \_\_\_\_\_

Student Name \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

E-mail Address \_\_\_\_\_ @marietta.edu

**Course Information:**

Scheduled Date of Exam \_\_\_\_\_ Scheduled Time of Exam \_\_\_\_\_

Requested Date of Exam \_\_\_\_\_ Requested Time of Exam \_\_\_\_\_

Course \_\_\_\_\_ Instructor \_\_\_\_\_

Requested Services (circle all that apply): Scribe/DNS    Reader/Kurzweil    Computer

Have you met with the ARC's Accessibility Specialist this semester?     Yes     No

Have you already made appropriate arrangements with your instructor?     Yes     No

(e.g. exam delivered to ARC, process after exam completed)

**ARC Information**

Testing Room \_\_\_\_\_

Accommodation Notice on File?     Yes     No

ARC Staff Proctor \_\_\_\_\_

Time allowed for exam:     1:15     1:55

\_\_\_\_\_ 1:40     2:30    Other \_\_\_\_\_

Exam received: \_\_\_\_\_     by email     dropped off by: \_\_\_\_\_

Date/time

\_\_\_\_\_ picked up by: \_\_\_\_\_

Converted to alternate format:     Kurzweil: \_\_\_\_\_     Other: \_\_\_\_\_

Exam Started \_\_\_\_\_ Stop Time \_\_\_\_\_ Exam Finished \_\_\_\_\_

Professor/Instructor Notified By:     phone     voicemail     email    Date/Time: \_\_\_\_\_

Exam: Delivered by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Picked-up by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Comments/Special Instructions: \_\_\_\_\_

**All requests must be submitted 3 business days in advance**



# Marietta College

ACADEMIC RESOURCE CENTER

## Service Animal Handler Agreement

### Service Animal Owner

I, \_\_\_\_\_, verify that I have read the entire Marietta College Service Animal Policy and I agree to abide by this policy.

Signature of Student	Signature of Witness	Date
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### Roommate(s)

I, \_\_\_\_\_, verify that I have read the entire Marietta College Service Animal Policy and I understand my rights and responsibilities. I agree to have a Service Animal living within my residential unit.

Signature of Student	Signature of Witness	Date
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I, \_\_\_\_\_, verify that I have read the entire Marietta College Service Animal Policy and I understand my rights and responsibilities. I agree to have a Service Animal living within my residential unit.

Signature of Student	Signature of Witness	Date
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3. If any, what accommodations have you used in the past? Why were these accommodations helpful to you?

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4. What accommodations do you feel would be helpful to you that you have not used before?

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5. Is there any additional information you would like to include in your self-report?

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Student Signature

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Date



# Marietta College

ACADEMIC RESOURCE CENTER

## Tape- Recorded Lecture Agreement Policy

Term \_\_\_\_\_

Students with documented disabilities who require the accommodation of tape-recording lectures should know the following policy:

Lectures taped for this purpose may not be shared with others without the written consent of the lecturer. The taping of class activities should only be used for student’s personal study. Tape-recorded lectures may not be used against a student, faculty member, or another lecturer whose comments may have been recorded as part of the class function. Information contained in the tape-recorded lecture is protected by federal copyright laws and may not be published or quoted without expressed written consent of the lecturer and without giving proper identity and credit to the lecturer.

I have read and understand the aforementioned policy on tape-recorded lectures at Marietta College. I agree to abide by this policy in regard to any lectures I tape while enrolled at Marietta College.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Date





**Marietta College**

ACADEMIC RESOURCE CENTER

## Temporary Accommodations Request

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Accommodation(s) Requested:

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Reason for Accommodation(s):

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Duration of Accommodation(s): \_\_\_\_\_

\_\_\_\_\_

Student Signature

Office Notes: \_\_\_\_\_

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# Marietta College

ACADEMIC RESOURCE CENTER

## Testing Accommodation Policy

**Students: Please read the following policy for taking exams in the ARC and sign below.**

- Students will not be permitted to take an exam in the ARC until they have met with their professor and submitted a signed copy of the Academic Accommodations Notice from their professor.
- You must complete a Proctor/Scribe request form at least 3 business days in advance for each exam that you plan to take in the ARC.
- It is the student's responsibility to meet with the professor/instructor to make arrangements to take the exam in the ARC to ensure that the exam is available in the ARC at the appropriate time.
- Once you begin the exam, you must complete the exam in one sitting. You cannot leave the testing area. (Exceptions for a quick restroom break may be made)
- If you are late arriving to the ARC for an exam (without a formal excuse) you will forfeit that time. For instance, if you arrive 5 minutes late you will not be given an extra 5 minutes to complete the exam.
- You must leave your books, purses, book bags, cell phones, smart watches and other personal belongings with the ARC staff while taking the exam. You may not take materials with you unless specified by the instructor.
- Any suspected evidence of cheating will be documented and reported to the appropriate faculty member. As a result, you may be charged with academic misconduct.

By signing this agreement, I indicate that I have read, understood, and accepted the terms of this agreement.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Marietta College**  
**Policies and Procedure Guidelines for**  
**Students with Disabilities**

Other Resources and Websites:

Association on Higher Education and Disability

<http://ahead.org/>

Children and Adults with Attention Deficit/Hyperactivity Disorder

<http://www.chadd.org/>

Financial Aid Opportunities for Students with Disabilities

<http://www.bestcolleges.com/financial-aid/disabled-students/>

International Dyslexia Association

<http://ida.org/>

Learning Disabilities Association of America

<http://ldaamerica.org/>

National Center for Learning Disabilities

<http://www.nclld.org/>

National Institute of Child Health and Human Development

<http://www.nichd.nih.gov>

National Institute of Mental Health

<http://www.nimh.nih.gov>

Appendix D