



**VERMONT COLLEGE OF FINE ARTS
ACADEMIC POLICIES**

**AMERICANS WITH DISABILITIES (ADA)
Approved: 10/27/11**

POLICY:

VCFA conducts its academic programs in accord with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulate that:

- No student may be excluded from any program or any course solely on the basis of disability;
- Modifications in degree or course requirements may be necessary to meet the requirements of some disabled students;
- Auxiliary aides, such as tape recorders, note takers or amplification devices must be permitted in the classroom when they are required to ensure the full participation of disabled students;
- Special teaching equipment or devices used in the classroom (and in some cases teaching techniques that rely upon the sight, hearing, or mobility of students) may require adaptation in individual cases;
- Alternate assessment and evaluation methods for measuring student achievement may be necessary for students with impaired sensory, manual, writing or speaking skills (except where those are skills being measured);
- Group meetings, classes, seminars, and/or lectures may have to be relocated to permit access for students with mobility impairments;
- Counseling of disabled students toward more restrictive careers than non-disabled students is discriminatory; unless such counsel is based on strict licensing or certification requirements in a profession.

PROCEDURE:

Upon acceptance to a Vermont College of Fine Arts program, every student is sent a form asking if the student has any disability that has been officially diagnosed by a licensed professional. Even if a student does not have a disability, or if a student chooses not to inform the College about a disability, the form must still be signed; indicating the student had read and returned it to the student's program office. These forms will then be forwarded to the Program Director. Students who have not received this form should obtain one from his or her program's office and return it at the earliest opportunity.

Preliminary Review:

After consultation with the student, the Program Director makes one of several recommendations:

- The student submits appropriate professional assessment and documentation of a disability from a qualified, licensed professional to the Disabilities Services Coordinator. The licensed professional will provide a comprehensive report, including diagnoses and recommendations for academic or other accommodation. Specific College guidelines for documentation can be obtained from the Disabilities Services Coordinator and should be made available for evaluators to follow. All evaluations must be as current as possible, conducted within a reasonable time prior to their submission. VCFA does not conduct nor pay for such assessments.
- That professional assessment and documentation is not indicated or required but the student should seek out appropriate academic assistance from faculty and program staff.
- That there does not seem to be reason to suggest assessment or assistance.

Accommodation Profile:

Upon receiving appropriate documentation of a disability as described above, the Disabilities Services Coordinator will, if a student so requests, develop an educational profile recommending accommodations and providing suggestions for students and faculty in the living/learning environment. The student must release this document to any individual by way of a signed release form provided by the Disabilities Services Coordinator. It may not be distributed by any other means or discussed publicly for reasons of student confidentiality.

Voluntary Nature of this System:

Students are not compelled to report disabilities, or to follow up on referrals to the Disabilities Services Coordinator, or to seek and pay for professional assessments, or to release the educational profile for accommodations to the program. Unless the student voluntarily completes these actions, VCFA cannot make accommodations for the student.

Confidentiality:

The material provided by the student or by professionals who have been involved in the student's diagnosis or treatment will be treated as confidential information. Access will be granted only to the Disabilities Services Coordinator and those involved in the student's education. It will be shared only to the extent that it contributes to developing an individual educational profile for the student. Information will be shared with others only with the written permission of the student.

Appeal:

Any student dissatisfied with the adjustments made to accommodate a disability will have the right to appeal. The appeal process will be as follows:

A written statement of the dispute will be sent by the student to the Academic Dean. This statement should include all relevant information and should request clear remedial action. Based on this statement, the Academic Dean will either activate changes to the individual accommodations, or resolve that the profile as developed is appropriate. The Academic Dean level of appeal will be final.