

**Services for Students With Disabilities**  
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Mulligan Physical Science Center

## Services

At the time of their admission to King's College, students are encouraged to contact the Disability Services Coordinator to discuss their concerns and to develop appropriate plans to meet their educational needs. A request for services or accommodations is initiated by registering with the Academic Skills Center and providing appropriate documentation.

Documentation on file for the applicant must meet the following criteria:

- Clearly state the diagnosed disability or disabilities
- Describe the functional limitations resulting from the disability or disabilities
- Be current and/or demonstrate a history of services—the following guidelines are recommended, but documentation is reviewed and interpreted on an individual basis i.e., completed within the last five years for learning disabilities, last six months for psychiatric disabilities, or last three years for ADHD (NOTE: this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
- Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
- Describe the specific accommodations requested
- Adequately support each of the requested testing accommodation(s)
- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization)

At no point in the disability accommodation process will the Academic Skills Center release any information regarding an individual's diagnosis or medical information without informed written consent.

As needed, accommodations include, but are not limited to, extended time for testing, note taking support, course registration assistance, orientation to campus, on-campus housing arrangements, and contact with faculty members regarding academic accommodations. Students interested in comprehensive services beyond these accommodations should refer to the First-year Academic Studies Program, a component of the Academic Skills Center.

Disability Services provides a liaison role with community resources including the Pennsylvania Office of Vocational Rehabilitation, Pennsylvania Blindness and Visual Services, and accessible textbooks.

King's College has established procedures to address student concerns when a student believes his/her rights under the Americans with Disabilities Act (ADA) are not being appropriately addressed. The student must first meet with the Disability Services Coordinator, who serves as ADA Coordinator for King's College. This meeting should occur within 30 working days from the time the student identifies a concern. At that time, the following information shall be provided in writing:

- The name and address of the student(s)
- A brief description of the student's concern or complaint.

The Disability Services Coordinator will investigate the matter and propose a resolution in writing within 10 working days of the initial meeting.

If a resolution cannot be reached, the Disability Services Coordinator will:

- Arrange a conference with the student and the faculty member(s), administrator(s), or staff member(s) identified in the complaint
- Schedule a conference to occur within 20 working days of the initial complaint

If a resolution cannot be reached during this conference, the Senior Staff member will:

- Review all written documentation and will investigate the student's complaint
- Issue a written determination of the validity of the complaint and a description of the resolution
- Forward a copy of the resolution of the complaint to all parties involved within 30 working days of receipt of the written complaint

If the complaint is directed toward the Disability Services Coordinator, the complainant will:

- Submit in writing the appropriate information as described above to the Associate Vice President for Student Success.

The Associate Vice President for Student Success will:

- Investigate the complaint and propose a resolution in writing within 10 working days of the receipt of the initial complaint

If a resolution of the complaint cannot be reached, a conference will be arranged with the complainant, the Disability Services Coordinator, and the Vice President for Academic Affairs within 20 working days of the written complaint.

The Vice President for Academic Affairs will:

- Issue a written determination of the validity of the complaint and a description of the resolution
- Forward a copy of the resolution to all parties involved within 30 working days of the receipt of the written complaint
- Compile and maintain a written record of conferences and supporting documentation provided by all parties involved; shall be compiled and maintained by the Disability Services Coordinator

All records are maintained under the Family Education Rights and Privacy Act of 1974

### **Residence Life: Housing Assignments- Esseff Hall, Holy Cross Hall and Luksic Hall**

Students with disabilities who require specialized housing are accommodated in the College residence halls.

Facilities: It is strongly recommended that students with disabilities that limit their physical mobility be assigned as follows: for women, the second floor of Esseff Hall (the first residential floor); for men, the first occupied residential floor in Holy Cross Hall. All undergraduate and graduate fulltime students are eligible to reside in Esseff and Holy Cross Halls. Luksic Hall houses fulltime sophomore, junior, senior and graduate students.

Single Room: If a student needs additional space due to use of a wheelchair or other equipment or approved accommodation by the Disability Coordinator, they will be assigned a single room at the double-occupancy rate.

Fulltime Attendant: If a student requires an attendant, a non-student attendant will be permitted to live in the room at no extra cost.

### **College Apartments- Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall**

Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall contain student apartments designed for three to four students per unit. Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall are each equipped with a handicapped- accessible apartment. A student with a physical disability will be given priority in selecting a handicapped-accessible apartment.

The process for living in an Alumni Hall, Flood Hall, King's on the Square or O'Hara Hall handicapped-accessible apartment is as follows:

- The student and their prospective apartment mates will sign up for the College apartment lottery (the process developed by the Office of Residence Life for the lottery)
- At the time a student with a disability signs up for the lottery, the student must make their disability known to the Office of Residence Life, submitting in writing, a need to be assigned to a handicapped-accessible apartment.
- The Disability Services Coordinator must confirm the need for an accommodated housing assignment.
- The student will be placed in an appropriate apartment after consultation with Residence Life.
- All cases are dealt with on an individual basis, as deemed necessary by the documentation and personal interviews.
- If a student is requesting accommodation for a disability or medical condition, the disclosure of such impairment must be made prior to the lottery. Any requests for accommodation after the lottery will be addressed subject to availability. This availability may result in the student being placed on a waiting list. All ADA designated apartments not assigned during the College apartment process in the spring semester lottery process will be held until July 15. After July 15, accommodations will be made on availability of ADA apartments.
- Students with accommodations are charged the same housing fee as other students living in the apartment facility they are assigned. Most bedrooms in College apartment facilities are single rooms, there is no single room supplement fee for students with an approved housing due to a disability accommodation. All apartments are shared with at least two other students depending on the number of bedrooms and configuration.

Students living in Flood Hall are to be aware that the building is located atop a hill above the main part of campus. While Flood Hall is handicapped accessible, students need to consider accessibility in light of the location of the hall. During inclement weather, access to Flood Hall may be difficult.