

## *Policy Regarding Special Needs of Students with Disabilities*

The Central School of Practical Nursing does not discriminate against any applicant or student on the basis of a covered disability, and reasonable accommodations will be made available for applicants and students with a disability. A reasonable accommodation is any academic adjustment and/or auxiliary aid and service that is necessary to ensure that the School does not discriminate on the basis of a disability unless such a request would: a) fundamentally alter the nature of the School's service, program or activity; or b) would result in an undue financial or administrative burden to the School. In this regard, it should be noted that the School is not required to lower or substantially modify the essential requirements of its program(s).

If an applicant or student feels he/she needs academic adjustments and/or auxiliary aids and services, he/she is to contact the School's Disability and Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, [wstaffilino@cspnohio.edu](mailto:wstaffilino@cspnohio.edu). The initial request is to be made via email. After an initial discussion with the Section 504 Coordinator, the applicant or student will be requested to provide documentation as discussed below. Disabilities are defined as physical and mental impairments that substantially limit one or more major life activities. Major life activities, as defined in the Section 504 regulations at 34 C.F.R. 104.3(j)(2)(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. These include, but are not limited to, the following: hearing or visual impairments; reading or learning disabilities; conditions necessitating the use of medication or snacks and/or the use of any kind of special equipment or aids. As noted above, requests for reasonable accommodations should be made to the School's Disability and Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, [wstaffilino@cspnohio.edu](mailto:wstaffilino@cspnohio.edu).

Documentation requested **by the School** to substantiate a covered disability includes, but may not be limited to, the following letter:

- A letter from an appropriate professional practitioner confirming the specific diagnosis of the disability and identifying each diagnostic test administered, if applicable, with the test results, including the practitioner's interpretation. This letter should state the specific activities affected by the disability and the impact the disability has upon the student's ability to perform in the program, as well as any suggested accommodation(s).

The School, in consultation with appropriate faculty and other program personnel as necessary, will engage in an interactive process with a student requesting an accommodation due to a disability in order to determine, based on each student's individual disability-related needs and the nature of the program(s) in which the student is enrolled, what, if any, reasonable accommodation(s) may be needed and can be made without fundamentally altering a program. Determination of whether academic requirements are "essential" will be made by pertinent faculty or other relevant personnel after a careful and thoughtful deliberation that includes a review of program/course requirements and available options and alternatives, and determinations of any accommodation will be made by

persons trained in the requirements of Section 504 and knowledgeable about the disability or disabilities in question, which decisions and the reasons supporting them will be documented by the group.

The School will provide timely notification to the student in writing of all specific academic adjustments that have been agreed to and of any denial of requested adjustments and the reason(s) for the denial, and informing them of the internal appeal procedure through the School's Grievance Procedure Relating to its Policy for Students with Disabilities, which is set forth below, that can be used to challenge the denial of adjustments or accommodation requests, as well as to address any complaints of disability discrimination under Section 504.

Upon notification from a student that any agreed-upon adjustments are not effective, the School staff will work with that student to resolve the problem within a reasonable time period and through an interactive process.

The School will maintain documentation in the student's case file regarding the date of the request of any accommodation, the nature of the request and any supporting documentation received from the student, the reason(s) for any denial, and regarding the interactive process between the School and the student.

Please note that if you previously had a 504 plan, it may not be sufficient to demonstrate the existence of a disability at the post-secondary level of instruction. You also will have more responsibility in the program at the School than under any 504 plan in high school. Additionally, your parents may not be involved in the process, and you will need to be prepared to advocate for your own needs.

For further information about this Policy or to request an accommodation, please contact the School's Disability and Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, [wstaffilino@cspnohio.edu](mailto:wstaffilino@cspnohio.edu).

## ***Grievance Procedure Relating to Policy for Students with Disabilities***

The School has adopted an internal grievance procedure to address any complaints arising under the above Policy Regarding Special Needs of Students with Disabilities. Any person who believes he or she has been subjected to discrimination, harassment or retaliation on the basis of a disability, or who believes he or she has not been provided a reasonable accommodation, may file a grievance under this procedure. The School will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the School will maintain the confidentiality of the person who may file a complaint to the degree possible given the nature of the complaint.

### **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, wstaffilino@cspnohio.edu. The complaint must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory and the remedy or relief sought. The complaint should also include the identity of any potential witnesses to the alleged discriminatory action, and any documents that the grievant believes supports his/her grievance.
- The Section 504 Coordinator or, if appropriate, his or her designee, shall promptly conduct an impartial and thorough investigation of the complaint that will provide interested persons the opportunity to identify witnesses and to submit evidence relevant to the complaint, which evidence shall be maintained by the Section 504 Coordinator.
- The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) calendar days after its filing.
- Should the School determine that discrimination, harassment or retaliation has occurred, it will take appropriate corrective and/or remedial action.
- If the complaining person is not satisfied with the decision of the Section 504 Coordinator, he or she may appeal the decision within ten (10) calendar days of receiving it by submitting a written notice of the appeal to the Executive Director of the School. The Executive Director shall respond in writing with his or her decision no later than thirty (30) calendar days after receiving the appeal.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights, Cleveland Regional Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115.