



ACADEMY POLICY MANUAL

Policy Title:	Disability Services Policy
Policy Number:	AA 01-001
Policy Administrator:	Provost and Vice President for Academic Affairs
Policy Initiator:	Director of Disability Services, Dr. Vivienne McClendon
Authority:	Americans with Disability Act of 1990, as Amended [P.L. 110-325] and CSU Executive Order Number 926
Effective Date:	April 30, 2012
Revised Date:	New Policy April 30, 2012
Approved:	President William Eisenhardt
Approval Signature:	/s/

Purpose: This policy ensures university compliance with Americans with Disabilities Act of 1990, its updates, and CSU Executive Order Number 926 in the provision of reasonable accommodations for students with documented disabilities attending or receiving services at The California Maritime Academy.

Scope: This policy applies to all students enrolled at The California Maritime Academy.

Accountability: The Director of the Disability Services Office (DSO) is responsible for administering this policy and ensuring compliance.

Policy: Disability accommodations and services will be provided to all Cal Maritime students with documented disabilities, to ensure that these students will not be denied the benefits of, nor excluded from participation in, any academic program he or she is physically accepted into. The California Maritime Academy as a specialized campus of the California State University System prohibits discrimination or harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. The Academy also prohibits discrimination against anyone due to a relationship or association with an individual with a known or perceived disability.

The Academy will provide reasonable accommodations for matriculated students as a part of instruction, programs, services and activities. Accommodations are available to all matriculated students with legally protected disabilities upon meeting the following requirements:

- a) Enrollment;
- b) DSO services registration completion;

- c) Provision of adequate documentation as determined and accepted by the DSO;
- d) Maintenance of active services file with the DSO; and
- e) Adequate advance notice of accommodation needs as stipulated in the Disability Services Handbook.

Note: The California Maritime Academy maintains special medical requirements as stipulated in Title V of the California State Code (Title 5, Chapter 1, Subchapter 2, Article 1, Sec. 40060) based on the need for duty and service required by the United States Coast Guard in compliance with the International Maritime Organization (IMO) Standards of Training, Certification and Watchkeeping (STCW). Cal Maritime maintains health standards for all degree programs due to the requirement of all students to participate in training cruises, watchkeeping, and other maritime duties on ships and port locations. In addition, some degree programs require maritime licensing as a graduation requirement and demand additional physical and psychological standards as determined by the U. S. Coast Guard. The U. S. Coast Guard does not allow accommodations for its license exam for greater than 500 tons.

The University recognizes that provision of appropriate accommodations is a collaborative effort involving the student, faculty, staff, and administration.

Disability Services Procedures The California Maritime Academy

The following procedures will be followed to provide accommodations and services to all Cal Maritime students with documented disabilities.

PROCEDURES

I. Application

Students are encouraged to self-identify as disabled and apply for services through the Disability Services Office (DSO) as early as possible prior to classes starting. However, students may self-identify and apply for services at any time during their careers at Cal Maritime. Services may also be available to those with temporary disabilities based on physician or clinician's recommendations.

II. Documentation

It is the legal responsibility of each student seeking accommodations from The California Maritime Academy to provide written, comprehensive documentation for recognized disabilities.

1. Physical disabilities must be documented in writing by a licensed medical professional in the appropriate field; these include such professionals as a physician, neurologist, or other medical specialist when most appropriate.
2. Mental disabilities must be documented in writing by a licensed psychiatrist or psychologist.
3. Learning disabilities must be documented in writing by a licensed educational psychologist using a combination of the following measurements and standards as stipulated by the California State University System:
 - a. *Currency of Assessment:* Assessment documentation must be no older than three years OR must have been completed at the age of adulthood (18 or older) illustrating a permanent disability.
 - b. *Comprehensive Nature:* Assessment must be comprehensive and include assessment data results from **each** of the following two categories: (Based on AHEAD guidelines and ETS policy.)

Aptitude/Cognitive Ability

- Wechsler Adult Intelligence Scale-Third Edition (WAIS-III)
- Wechsler Adult Intelligence Scale-Fourth Edition (WAIS-IV)
- Woodcock-Johnson-Third Edition: Tests of Cognitive Ability (WJ-III)
- Kaufman Adolescent and Adult Intelligence Test
- Reynolds Intellectual Assessment Scale (RIAS)
- Stanford-Binet (SB5)
- Test of Non-Verbal Intelligence (TONI-3)

Academic Achievement

- Woodcock-Johnson-Third Edition: Tests of Achievement (WJ-III)
- Wechsler Individual Achievement Test (WIAT-III)

Or specific achievement tests such as:

- Nelson-Denny Reading Skills Test (Form G& H)
- Stanford Diagnostic Mathematics Test
- Test of Written Language-3 (TOWL-3)
- Gray Oral Reading Test (GORT 4th ed.)
- Spadafore Diagnostic Reading Test

- c. *Test Scores:* Standard scores and/or percentiles should be provided for all normed measures. Grade equivalents are not useful unless standard scores and/or percentiles are also included. The data should logically reflect a difficulty in achieving in a major activity, such as a limitation to learning for which the student is requesting the accommodation. The particular profile of the student's strengths and weaknesses must be shown to relate to the functional limitations that may necessitate accommodations.
- d. *Required Information:* All reports must include the following required information:
1. Clinician's name, title, license number, telephone number, summary of all instruments, procedures, and date (s) of the assessment. Documentation will not be accepted when done by a relative/family member of the student.
 2. Written summary of educational, medical, family histories and behavioral observations.
 3. All assessment scores (subtest and standard scores, percentiles) and a detailed interpretation of the results, including strengths and weaknesses.
 4. Clearly described intracognitive and aptitude-achievement discrepancies reflecting significance criteria, or the clinician's rationale for clinical judgment. Eligibility criteria for learning disability support services should be in line with the following specific guidelines.
 - i. Significant intra-cognitive discrepancy(ies) of at least one standard deviation as measured by technically adequate, standardized instruments of aptitude (e. g., Verbal Comprehension vs. Perceptual Organization, Verbal Comprehension vs. Working Memory on the Wechsler Adult Intelligence Scale-Fourth Edition (WAIS-IV)).
OR
 - ii. Significant aptitude-achievement discrepancy(ies) at least one standard deviation as measured by technically adequate, standardized instruments of aptitude (e. g., Wechsler Adult Intelligence Scale-Fourth Edition, Woodcock-Johnson-Third Edition Tests of Cognitive Abilities and Woodcock-Johnson Third Edition Tests of Achievement).
AND
 - iii. At least one standard score in the Average Range, or above of aptitude (i.e., Standard Score =90 or above / 25th percentile or above) as measured by technically adequate, standardized instruments of aptitude.
AND
 - iv. An average or greater score (i.e., Standard Score =90 or above / 25th percentile or above) in at least one academic area as measured by technically adequate, standardized instruments of achievement
- e. *Diagnosis and Summary:* All of the aforementioned information should lead to a written diagnostic summary regarding the presence or absence of a learning disability(ies).

III. Responsibilities

All parties have responsibilities in ensuring the proper provision and access to accommodations for students with verified disabilities. Each party recognizes the following responsibilities:

Students with disabilities will:

1. Meet with the Directors of the Disability Services Office in person for an intake interview.

2. Provide appropriate documentation to support requests for accommodations (see above).
3. Consult with the DSO regarding specific accommodation requests, including identifying needs and obtaining approval for specific academic accommodations;
4. Maintain an active file when requesting accommodations and submit a request for services each semester, providing a class list and instructor information with the Disability Services Office;
5. Personally contact faculty directly regarding approved accommodations in order to coordinate receiving accommodations in each class;
6. Observe time limits for application for and receipt of accommodations each semester.
7. Contact the DOS when questions or concerns arise if conflict occurs regarding accommodations.

The Disability Services Office will:

1. Evaluate and certify, based on professional documentation, the existence of a disability(ies). Physical and mental disabilities may be confirmed in writing by a licensed physician or licensed clinical service provider. For students with learning disabilities, testing and documentation must be consistent with standards established by the California State University System;
2. Initiate contact with faculty regarding the student with a disability(ies) when authorized by the student and when deemed appropriate in order to provide accommodations - formal notification in written form will be provided to each instructor within two weeks of approval of diagnosis and request for submission;
3. Identify and authorize reasonable program access and/or academic adjustments and accommodations for students with verified disabilities. Such accommodations may include: alternative time or testing procedures, additional time, separate low-distraction space for testing, the use of software or other assistive technology hardware, calculators, spelling modifications or tools, or other negotiated accommodations as deemed appropriate;
4. Work collaboratively with constituents across campus to provide reasonable accommodations to programs, spaces, and events for those with disabilities;
5. Maintain confidential records for each student with a disability, including verification of disability or diagnosis, counseling and advising;
6. Chair meetings of the Disability Services Advisory Committee;
7. Act as a mediator between the student and the faculty member with disagreement arises;
8. Select a Disability Compliance Officer, who is a faculty member with a key role in mediating disagreements between the student and the instructor when the Director is unable to negotiate an agreeable settlement on accommodations.

The instructor will:

1. Receive notification of disability from the Disability Services Office;
2. Provide adequate accommodations as outlined in the notification;
3. Collaborate with the student, the DSO and others in providing alternatives and modifications to testing, assignments, and other course work in order to provide adequate access to students with disabilities;
4. Contact the Disability Services Office when a disagreement occurs regarding accommodations with the student;
5. Notify the Disability Services Office when he/she believes accommodations are not reasonable;
6. Participate in good faith with the mediation with the Disability Services Office or the DSO Compliance Officer if disagreements arise regarding accommodations and accessibility.

IV. Mediation and Grievance Process

In the event of a disagreement, existing accommodations will continue until mediation has rendered a resolution. The grievance process will be as follows:

1. Pursuant to Section 504 and the ADA, students with disabilities who are denied a requested accommodation may appeal the decision through on-campus informal and formal accommodation dispute resolution processes.
2. The student has a right to file a formal complaint directly with the Office for Civil Rights, United States Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4987 (Tel. 415-556-4275), or other appropriate federal or state departments, in lieu of, or in addition to, using the University established procedure to resolve conflict regarding disability accommodations.
3. Retaliation against a person for filing a complaint of discrimination is legally prohibited. In such cases, a complainant should file a retaliation complaint under the California State University system student grievance procedure. For the full text of the CSU Guidelines for the Assessment and Verification of Students with Learning Disabilities see <http://www.calstate.edu/AcadAff/codedmemos/AA-2009-27.pdf>, Appendix A.