

# DISABILITY AND ACCOMMODATION POLICY

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Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure that qualified individuals with disabilities are treated in a non-discriminatory manner during the application process and for students to ensure non-discrimination in all terms, conditions, and privileges of the educational program. CCMS provides, at no charge, reasonable accommodations to qualified individuals where such accommodation would not fundamentally alter the academic, technical, or prerequisites and standards for admission or participation in the program or curriculum, or otherwise cause an undue hardship. Course substitutions and/or waivers will not be granted.

The ADA defines a disability as “*any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities*” including, but not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, caring for one’s self, working and learning. Individuals with disabilities (including, but not limited to, learning disabilities, hearing or visual impairments, mobility impairments, attention deficit or hyperactivity disorders, psychiatric impairments, or chronic health disabilities) who apply to CCMS may choose whether or not to disclose their disability. Disclosure of a disability is required only when requesting ADA Accommodation and does not factor into an individual’s eligibility for admission to CCMS.

CCMS operates in compliance with the U.S. Department of Education Americans with Disabilities Act (ADA) and abides by provisions of Section 504 of the Rehabilitation Act of 1973 to protect otherwise *qualified individuals* from discrimination. At the postsecondary education level, a *qualified individual* with a disability is capable of meeting the academic and technical standards and prerequisites for admission to fulfill the essential requirements of an educational program or activity with or without reasonable accommodation.

Section 504 is a federal law enforced by the Office of Civil Rights designed to protect rights of individuals with disabilities in programs that receive Federal financial assistance from the U.S. Department of Education and requires appropriate academic adjustments, auxiliary aids, and services that are necessary to afford an individual with a disability an equal opportunity to participate. Institutions are not required to make adjustments that would result in a fundamental alteration of an academic program, activity, or impose an undue burden.

The protections of Section 504 extend to individuals who meet the regulatory definition in accordance with Section 504 (34 C.F.R. Part 104) and requires documentation of information and consideration of all significant factors related to the student's learning process including, but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior in evaluating a student.

CCMS is committed to protecting the confidentiality of student records in our possession. We retain student records in compliance with both state and federal law, in particular with the Family Educational Rights and Privacy Act (FERPA).

## [REQUESTING AN ACCOMODATION \(Form 08.01.DOC1\)](#)

Accommodations begin from the date of formal request and are not retroactive, thus it is the requestor’s responsibility to disclose diagnosed disability and to apply for an accommodation request using appropriate procedures and forms prior to enrollment with CCMS.

## Preparing your request

- Submit request prior to enrollment using the Disability and Accommodation Request Form 08.01.DOC1 available in printable pdf format at [www.ccms.edu](http://www.ccms.edu) > Student Resources (homepage footer) > Forms. Printed copies of the form may also be obtained in the Office of Admission.
- Include current documentation (i.e., medical/educational/diagnostic reports) from licensed physicians, psychologists, or other qualified professionals as well as supporting historical records and materials, including current functional limitation(s), and any recommendation(s) of appropriate accommodation with the request form. School plans (e.g., IEPs or 504 Plans), while helpful, are not substitutes for complete and current documentation. Verification of disability instructions may be seen on Request Form 08.01.DOC1.

## Submitting your request

Complete and submit Disability and Accommodation Request Form (*Form 08.01.DOC1*) with required medical documentation attached by email, mail, or in person to:

[academics@ccms.edu](mailto:academics@ccms.edu) (SUBJECT LINE: Disability Accommodation Request LAST / FIRST NAME)

Cincinnati College of Mortuary Science  
Academic Chair  
645 W North Bend Rd  
Cincinnati, Ohio 45224

## DETERMINATION OF ELIGIBILITY (Form 08.01.DOC2)

Upon receipt of a completed accommodation request, the Academic Chair may engage the individual in an interactive process to discuss limitations and the accommodation(s) requested to overcome those limitations.

A Determination of Eligibility will be provided in writing (Form 08.01.DOC2) to the requestor by email, mail, or in person within two weeks. If approved, at the beginning of each semester, requestor must communicate accommodation plans for the semester with each faculty person.

CCMS is not required to approve a request that would fundamentally change the nature of an academic program or activity as assessed by the College. It is unacceptable for an institution to rely on presumptions and stereotypes regarding persons with disabilities or classes of such persons.

Eligibility decisions may be disputed under the college's Student Dispute Resolution process.

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