

BAPTIST HEALTH COLLEGE LITTLE ROCK

STUDENT SERVICES

DISABILITY SERVICES

Policy Number: 602	Effective Date: April 2011
Authorized by: Karen James, PhD, OTR/L	Edited Date: September 2025

PURPOSE: To provide reasonable accommodations for applicants and students with documented disabilities.

POLICY: Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state laws. Any applicant or student with a disability who needs accommodations must provide the necessary official records and to Disability Services in a timely manner or as soon as the need for an accommodation is evident. The appropriate school official shall make the determination regarding reasonable accommodations.

PROCESS: Prior to the beginning of a semester, term, or course, the applicant or student requesting accommodations for a disability must complete the following process:

1. Request, in writing, the accommodation in a timely manner or as soon as the need for an accommodation is evident.
2. Provide recent documentation of medical, educational, and/or psychological records to the appropriate school official in a timely manner or as soon as the need for an accommodation is evident; documentation should include results of evaluations, requested or suggested accommodation(s), and duration of the request.
3. BHCLR has the discretion to require additional documentation, testing, or other information as necessary to make a decision regarding the accommodations.
4. Expenses related to obtaining required documentation are the responsibility of the applicant or student.
5. Documentation that verifies a disability will be reviewed by the appropriate school officials to determine whether suggested reasonable accommodations can be provided. The determination shall be communicated to the applicant or student in writing. A copy of the documentation of the student's accommodation shall be provided to the following individuals: Director of Counseling & Academic Resources, the student, and the appropriate Dean or Program Director for the student's file.
6. Individuals determined to be eligible for accommodations are expected to follow established procedures and timelines. Failure by the applicant or student to provide sufficient notification may result in a delay of services.
7. Students who feel their request for accommodation has not been fairly or equitably addressed may pursue the grievance procedure as outlined in the catalog.

REFERENCES: Title II of ADA and Federal Regulations
Baptist Health Human Resources Department
American with Disabilities Act Title III
Baptist Health Employee Policies
University of Arkansas-Pulaski Technical College Policies
Diagnostic Testing Referral List