



## Disability Support Services at Claremont McKenna College

Visit our website: <https://www.cmc.edu/dean-of-students/dss> for more detailed information.

Claremont McKenna College is committed to providing equal access to its programs, services and facilities.

The purpose of accommodation is to level the playing field for students with disabilities. The purpose is not to provide lesser academic standards for people with disabilities. Testing accommodations may affect how a test is taken, for example, but not what it measures.

### DISCLOSURE

Students are not required to report a disability, but they must disclose and document their disabilities in order to receive disability-related accommodations. Failure to give notice or provide detailed information may result in the accommodations being delayed or the request being denied. Once the student has self-disclosed and provided appropriate documentation, CMC has the responsibility to make reasonable accommodations.

### ELIGIBILITY

Individuals with a condition that rises to the level of a disability are entitled to reasonable accommodations. The ADA defines disability as a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such an impairment, or being regarded as having such an impairment. Disabilities may include, but are not limited to, learning differences or disabilities, physical and mobility impairments, sensory impairments, psychological disorders, and/or chronic health impairments.

### DOCUMENTATION

If you wish to access disability support services you must self-identify your need for accommodations by submitting a completed "Request for Disability Support Services" form (found on our website) along with current documentation which establishes that you have a disability as defined by the ADA. Ideally, you should submit your request form and documentation after accepting admission to CMC but prior to your first semester so that appropriate accommodations can be in place at the start of your college career. Your request form and documentation will be reviewed by our specialist and, if the documentation is acceptable and complete, you will be notified in writing of your approved accommodations. You will be required to confirm your requested accommodations before any notifications will be sent to any of your faculty.

If documentation is submitted after the school year has started there will be a 15 business day waiting period in order for us to process and review your request and documentation, and accommodations will not be immediately available. While they can be set in place mid-semester, accommodations cannot be applied retroactively.

*Note:* Having received accommodations in high school through an IEP or 504 plan does not automatically make you eligible for services in college, nor are IEPs acceptable forms of documentation. Recommended accommodations at CMC may be different from those you received in high school.

### ACCOMMODATIONS

Examples of reasonable accommodations at CMC commonly include:

- Testing modifications, such as extended time and/or a distraction reduced environment
- Note taker or other provision of class notes
- Use of a computer for in-class writing assignments and/or exams
- Course substitution for foreign language requirement

- Written materials provided in an alternate format
- Housing accommodations

CMC is not required to provide services of a personal nature (e.g., attendants, individually prescribed devices, homework assistance, typing services, or tutors), nor does it provide or pay for diagnostic evaluations of disabilities. An accommodation is considered unreasonable if it fundamentally alters the academic program or lowers the standards of the College (e.g., waiver of essential course requirements, attendance, etc.)

For exam accommodations not proctored by the professor, the following information is needed at least 48 hours in advance:

- Name of professor and class name
- Start and end time of the class
- The start time of the exam that you have agreed upon with your professor
- How the exam will be delivered to the proctor and returned to the professor
- What, if anything, is allowed besides a pen/pencil (e.g., calculator, note sheet)

## Student Responsibilities

- Be your own advocate
- Inform CMC that you have a disability and need accommodations in a timely manner
- Schedule and pay for any appropriate evaluations
- Provide current documentation of the disability to the college
- Work with faculty to determine how accommodations will work in each class
- Know and follow the appropriate procedures to get accommodations

## College Responsibilities

- Protect a student's right to privacy and confidentiality
- Make reasonable adjustments which do not fundamentally alter the nature of a program, lower or waive essential academic requirements, or result in undue financial or administrative burdens.

## You Should Know

- You cannot be denied admission to CMC simply because you have a disability. Whether or not you have a disability has no bearing on the admission process.
- You do not have to inform CMC of your disability unless you want to have access to accommodations.
- Any documentation related to a disability is kept separate from your academic file and is not included on your transcript.

For questions and more information, please contact:

Susan Layden

Associate Dean of Students for Academic Success

Dean of Students Office

Heggblade Center

Phone: 909.621.8114

E-mail: [disabilityservices@cmc.edu](mailto:disabilityservices@cmc.edu)