

“EQUIPPED FOR SUCCESS”

Office of Equity and Accessibility

BRYAN COLLEGE ADA POLICIES and PROCEDURES MANUAL

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Purpose and Mission Statement

Mission Statement

Bryan College's mission is "educating students to become servants of Christ to make a difference in today's world." The College seeks to assist in the personal growth and development of qualified students by providing an education based upon an integrated understanding of the Bible and the liberal arts.

Purpose

The Academic Success Center and its ADA Services work to assist the College in making its overall mission statement a reality. We purpose to serve all students with integrity and compassion in order that those students may have tools to succeed in their academics and to become servants of Christ in the world. We strive to make all Bryan College environments accessible and welcoming to all students.

Departmental Guiding Bible Verses: 2 Corinthians 1: 3-4

"Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all of our troubles, so that we can comfort those in any trouble with the comfort that we ourselves receive from God."

Relevant Legislation

The Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973-Section 504 are the two primary civil rights laws that promote equal access for people who have applicable disabilities and stop discrimination against these individuals. Ongoing interpretation regarding these laws occurs, and judicial opinions continue to shape how services for disabled students are carried out in colleges throughout the United States. The United States Department of Justice is the agency with primary authority to enforce and interpret these laws.

It is the policy of Bryan College to comply with these laws and applicable state laws regarding educational attainment for all students, and the college does not discriminate on the basis of disability in any of its educational programs and activities. Bryan College takes an individualized approach in providing all accommodations for students who need ADA Services as those accommodations and services are required by law.

Title II of the Americans with Disabilities Act (ADA) of 1990

Title II of the ADA states in Part 5 “that no otherwise qualified individual shall solely by reason of such disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity.”

Per the Amendment to the ADA of 2008, a disability is defined as being substantiated when a person has any one of the following:

- A physical or mental impairment that substantially limits a major life activity
- A record of a physical or mental impairment that substantially limited a major life activity
- When an entity takes an action prohibited by the ADA based on an actual or perceived impairment or when a person is regarded as having an impairment.

You may view the law in its entirety here: <https://www.ada.gov/law-and-regs/ada/>

Section 504 of the Rehabilitation Act of 1973

The following terms are identified by Section 504:

Physical impairment may include any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting the following body systems:

neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine.

Mental impairment may include any mental or psychological disorder (including mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The ADA requires that the person with one of these impairments must self-identify and request accommodations.

The Rehabilitation Act of 1973 (as amended through 1998) Section 504a states the following:

“No otherwise qualified individual with a disability in the United States, as defined in Section 7(20) shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

You may view the law in its entirety here: <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973>

Reasonableness of Accommodation

Bryan College, like other higher educational entities that receive Federal financial assistance, must ensure that educational programs, activities, and services are accessible for people with disabilities. Reasonable accommodations must be made in all educational programs for students who need those per ADA requirements. These academic adjustments provide equal opportunity for students with disabilities.

More information about laws regarding accommodations:

- Section 504.104.12- An accommodation must be reasonable, must not impose undue hardship on the operation of the program, must include readily accessible facilities, and must provide readers and interpreters when needed.
- Section 504.104.43 and 44 - These categories are explained further to include the provision of equal opportunity and the adaptation of the manner in which the class is taught.
- Recent judicial action also has shown that the burden of proof is on the educational institution regarding whether an accommodation would be an undue burden.

Bryan College's policy regarding undue hardship is that accommodations would not be implemented if doing so would cause significant difficulty, disruption of business or education, and/or expense for the College. These situations will be determined on a

case-by-case basis. If particular accommodations are requested that are deemed to cause undue hardship, the ADA Coordinator will work with the student to determine alternate methods of assisting the student.

Additional Relevant Laws

Note that the other laws covered in the manual are listed below:

- Family Educational Privacy Act (FERPA) *please see the Confidentiality Statement section below.*

You may review the law in its entirety, as well as helpful resources for interpretation, here: <https://studentprivacy.ed.gov/>

- Fair Housing Act *please see the Student Housing and Animals section below.*

You may review the law in its entirety here: <https://www.justice.gov/crt/fair-housing-act-2>

Confidentiality Statement

General Bryan College Privacy Statement

You can review Bryan College's overall privacy statement at this link:

<https://www.bryan.edu/about/policies/>

Bryan College ADA Confidentiality Statement

All information kept by the ADA Coordinator in the student's ADA file and other medical and educational information will remain confidential per the Family Educational Rights and Privacy Act (FERPA). This law protects the student's educational information as private, and it is enforced by the Family Policy Compliance Officer of the United States Department of Education.

In order to maintain confidentiality and to establish trust between Bryan College's ADA Coordinator and students, the College will treat all information about health and disabilities as private health information. When the student meets with the ADA Coordinator to complete the ADA file, the student will be asked to read and sign two forms related to sharing ADA information with others: The Authorization for Release of Information to Professors and Applicable Staff Form and the Authorization for Release of Information to Parents/Guardians/ Spouses/Support Persons Form. The student will also receive an Informed Consent Form that details the limits of confidentiality. (All of these forms are included in the Appendix in this manual.) Please note that in all circumstances, if the forms are signed, information shared will only be relevant information from the ADA file that would be germane to the student's academic success.

If students complete the Authorization for Release of Information to Parents/Guardians/ Spouses/Support Persons Form to permit the sharing of information with people not serving as the student's faculty or staff, the student must also complete a non-financial FERPA waiver, available here: <https://www.bryan.edu/wp-content/uploads/FERPA-waiver.pdf>

Exceptions

There may be times when confidentiality will be waived due to extreme circumstances or due to legal mandates.

Examples of times when confidentiality would need to be waived include disclosure of information related to any or all of the following:

- Child abuse or neglect
- Elder abuse or neglect
- Dependent adult abuse or neglect
- Suicidal or homicidal intent
- Sexual assault

All health information related to the services provided by the ADA Services at Bryan College will be kept in a secure location.

All hard copy information in ADA files will be held for five years from the date of last activity with the ADA Services office.

Students may request information/copies from their ADA file by writing and signing a request for this information.

Department Structure

Bryan College's ADA services are part of the Office of Equity and Accessibility, designed to ensure that students, employees, and community members have appropriate access as required by the law and by our mission.

The ADA Coordinator is an administrative staff member well versed in ADA laws and service options for students with disabilities. The Coordinator has a direct report to Bryan College's Provost.

Services Provided by the ADA Coordinator

The Coordinator will collaborate with students, faculty, staff, and others to provide applicable services as they are described by the Americans with Disabilities Act. Specific tasks for working with the students may include any of the following: meeting to determine eligibility, ongoing reviews of student documentation to verify (not obtain), providing a referral list to outside agencies, maintaining confidentiality, and ensuring that accommodations work in classes.

Eligibility for Services/ADA Paperwork

In order to receive assistance through ADA Services at Bryan College, a student must self-identify and work with the ADA Coordinator to establish their ADA file and to discuss potential accommodations and needs. The student must seek ADA services and accommodations within the first 10 days of class each semester.

First Steps for Students

- **Contact the ADA Office** You may accomplish this in a variety of ways, including through email (ADA@bryan.edu), or through the college website: <https://www.bryan.edu/campus/campus-services/disability-services/>
- **Complete the Application for Services** You can find this on the college's website, in the Appendix below, or by emailing the ADA Coordinator.
- **Request Medical Documentation** You should ask your licensed medical provider to send the relevant information directly to the ADA Coordinator using one of the following methods:

Email: ADA@bryan.edu

Fax: 423.775.7174

Mail: Bryan College ADA Coordinator
721 Bryan Drive
Box 7785
Dayton, TN 37321

Required Medical Documentation

Medical documentation supporting the accommodation request must meet the following requirements:

- A typed (not handwritten) letter
- On official letterhead
- Signed by a qualified professional able to make the diagnosis.
- Preferably be dated within the last year. Documentation older than three years will not be accepted.

- The letter must include (1) the diagnosis, (2) the prognosis, (3) current course of treatment and side effects, and (4) the professional's recommendations for possible accommodations.

For cognitive impairments and ADD/ADHD – The college's preferred documentation is a current, full adult psychological evaluation from a physician or other professional able to make the diagnosis. The letter needs to be dated within the last 36 months.

For physical and sensory impairments--The preferred documentation is a letter from a physician and dated within the last 36 months.

For social or emotional impairments--The preferred documentation is from a physician and dated within the last 36 months. A full psychological and emotional assessment within the last 36 months should be reflected in the documentation.

Professionals Qualified to Provide Medical Documentation

Examples of qualified professionals may include medical doctors, licensed mental health professionals, ophthalmologists, otologists, and psychiatrists.

The diagnosing professional cannot be a member of the student's family.

The diagnosing professional must be qualified to make the diagnosis for which they are providing the documentation.

Examples of Insufficient Documentation

Examples of insufficient documentation from diagnosing professionals would include any of the following:

- Handwritten notes on a prescription pad
- Emails
- Therapy notes
- IEP paperwork
- Diagnoses from individuals without the proper credentials
- 504 paperwork

ADA Coordinator Meeting

Students and/or parents are welcome to make an appointment with the ADA Coordinator if they have questions about the application process or its requirements.

Please note that conversations with non-students (parents, support persons, etc.) without the student present can only relate to general knowledge/procedure questions and cannot relate to a specific student's needs or file without the completion of the appropriate consent forms and FERPA waiver.

Once all of the paperwork and documentation has been assembled, the student should schedule a meeting with the ADA Coordinator. You can make an appointment by contacting the ADA Coordinator via email. In this meeting, the following conversations will occur:

- The Coordinator will review confidentiality and the limits of confidentiality regarding the student's health information.
- The student and the Coordinator will review and discuss the diagnosing professionals' recommendations for accommodations and discuss what types of reasonable accommodations the student is eligible to receive at Bryan College.
- The Coordinator will explain the process to the student of how accommodations happen each semester through syllabus addendum forms that are presented by the ADA Coordinator to each student and their faculty members.

Completing Your ADA File

Until the ADA Coordinator receives the application and paperwork from the diagnosing professional, the student should assume that no ADA file is completed. Only when these documents are received, and the ADA Coordinator Meeting occurs will the ADA file be completed. The college reserves the right to determine the appropriateness of documentation received from students regarding their ADA files. Bryan College reserves the right to ask for additional documentation in order to complete the ADA file and in order to determine appropriate accommodations.

Maintaining Your ADA File

Periodically, during a student's career at Bryan College, (usually once per academic year, unless there are particular needs) the ADA Coordinator will reach out to schedule update meetings with the purpose of ensuring that the accommodations are meeting the student's needs and (if applicable) making sure that documentation is kept up to date.

Rights and Responsibilities

Students with disabilities are encouraged to know their rights and responsibilities in order to help them become self-advocates. It is important for students to assertively communicate their needs and to understand fully what their rights regarding their accommodations are. The following is a list of rights and responsibilities for students with disabilities:

The Student's Rights and Responsibilities

<u>Rights:</u> Non-discrimination Equal Opportunity to Learn Reasonable Accommodations Confidentiality Grievance Procedure	<u>Responsibilities:</u> Meet Academic Standards Meet Code of Conduct Identify Relevant Needs Provide Documentation Advocate for Oneself/ Meet with ADA Staff
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Students are required to self-advocate regarding the accommodations they have received in classes, and students are required to make appointments with the testing center and the tutoring service as needed.

Students will also be encouraged to keep journals where they record their self-advocacy efforts notes and details about any agreements they have made with faculty members. If a student has a condition that could make him/her late on submitting assignments on due dates, the student will be encouraged to meet with a faculty member at the beginning of classes (first day of classes) to discuss.

Bryan College's Rights and Responsibilities

Along with students' rights and responsibilities, Bryan College and its staff and faculty have rights and responsibilities:

<u>Rights:</u> Establish and Maintain Academic Standards Select from Reasonable Accommodations Assert When Undue Hardships Occur with Accommodations	<u>Responsibilities:</u> Provide Access to Education Provide Reasonable Accommodations
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Faculty and Staff's Rights and Responsibilities

<u>Rights:</u> Maintain Academic Standards Expect Students to Do Work Expect Appropriate Conduct Expect Official Paperwork for Students	<u>Responsibilities:</u> Confidentiality* Syllabus Statement for ADA Implement Accommodations** Refer Students for ADA
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*Faculty and staff members who are privy to ADA-related information must assist in maintaining student confidentiality. If a student refuses to share the condition and status as an ADA student with staff and faculty, the student has that right. Faculty and staff should not make accommodations for students without first informing/involving ADA Services.

**Faculty are required by Federal Law to accommodate a student's request for reasonable accommodations. Failure to do so may result in personal and institutional liability.

Specific Accommodation Policies

Late Accommodations

Students are encouraged to begin the ADA paperwork process as soon as possible in order to ensure that all necessary documentation is provided before the semester begins. The official deadline is the first 10 days of the semester.

If a student receives a diagnosis after the 10-day deadline at the beginning of the semester, they are welcome to begin the process at that point. However, please note that the provided accommodations will be applicable only after the ADA file is complete. Accommodations are not retroactive.

Classroom Attendance Requirements Related to ADA Services

Standard ADA accommodations do not include class absences. Bryan College's policy is that regular attendance is the responsibility of the student for any course taken. There is no ADA accommodation, right, or privilege for the student to be absent from class meetings above the standard absentee policy stated in each class syllabus.

If a student has a need to be away from class for a valid reason relating to the disability-related situation, the instructor and the Provost's Office should be notified and presented with a note from a medical professional, following the standard Excused Absence policy, and it will then be at the Provost's discretion regarding when make-up or late work would be accepted.

Services Not Provided:

Bryan College is not required to supply students with personal attendants, individually prescribed devices (like hearing aids or personal readers), or other items or services that are not traditional in providing accommodations.

The College is also not required to extend semester- ending dates or to grant "Incomplete" grades for students receiving accommodations.

Bryan College is also not required to provide ADA students with course substitutions or to allow students to skip courses that are required for their program to graduate.

Services for Students

General Accessibility

When the ADA Coordinator meets with students, a variety of accommodation options and services will be discussed. It is important for all learning environments to be accessible. This may mean that faculty will need to ensure the following about classes:

- Have the syllabus and book list information ready for all classes as early as possible. Visually impaired students may need several weeks to obtain alternate formats.
- Use original copies of articles and other materials that are distributed to the class. Some students may need to scan class materials, and having quality copies is crucial for their character recognition software.
- Allow students to record class lectures if the in-class recording system is not available.

Examples of Services that May Be Provided:

These are examples of the types of accommodations that Bryan College provides. They are provided as appropriate based on the recommendations of the appropriate diagnosing professionals. This list does not guarantee that these accommodations are appropriate for all students seeking accommodations.

1. Learning Ally – Bryan College offers Learning Ally accounts to students with visual impairments. Learning Ally is able to provide audio books for these students when those books are available. If the book is not available through Learning Ally, the ADA Coordinator will work with the student to determine other methods of making the texts accessible. This may include requesting the book in audio or pdf format through the publisher.
2. Assistance in Getting Access to Accessible Materials – Learning Ally is a great resource for specific types of textbooks. For other textbooks, publishers provide accessible versions of the textbook, some of which require the ADA Coordinator to submit a form stating that the accessible version is needed as an accommodation. Because of the turn-around time, students needing assistance with this should notify the ADA Coordinator as soon as they have access to their textbook lists.

In other situations, using the Kindle/e-reader/audio version of a book is the best option. If you have questions about good resources, the ADA Coordinator is happy to assist.

3. Extended Time for Tests or Quiet Testing – The student will work with their instructor and the ARC to schedule alternate times for exams. The student and the instructor should notify the Testing Center Coordinator regarding any accommodations the student may receive during the test. Examples of these accommodations may be having the test read aloud, using a calculator, or using note cards.
3. Note Takers – Students may ask the professors to identify students who take good notes. The ADA student may then copy this person's notes or arrange to have the information communicated in another manner. This accommodation is provided primarily in classes which do not have an active in-class recording system.
4. Tutoring Services - Tutoring is available to all students through the ARC.
5. Library – Library staff are committed to providing all users with access to library programs, services, and materials. Services for people with disabilities include the following: retrieval of materials for those who cannot retrieve materials themselves, assistance completing library forms, photocopying of library materials, assistance with the library's online catalog, research assistance, and wheelchair accessible workstations. Please note that ADA services are only offered to library users with certified or obvious limitations in regard to normal access to the library material or service.
6. Sign Language Services – ASL students at Bryan College may assist, as needed.
7. Audio Recording - Some students may need to record classroom lectures in order to study and process information later. This accommodation is provided primarily in classes which do not have an active in-class recording system.
8. Extended Time for Assignment Completion – This accommodation is only provided for students with documentation from the diagnosing professional stating this accommodation is needed. This accommodation does not include extending a deadline beyond the last day of class, it does not apply during Exam Week, and it does not apply to group work, discussion forums, or other assignments where active and timely participation with others is an essential element.

Service Animals

Service Animals Definitions

The ADA (2010) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” The services that the animal provides must be directly related to the student’s disability. For example, these dogs may assist blind students by guiding them, or they may be a source of comfort for a student with Post Traumatic Stress Disorder. The dogs may help hearing impaired students by alerting the students when needed. There are many types of situations when service dogs, animals that are trained and on the job, may assist students.

Bryan College complies with the ADA, and service animals are welcome at the College. The animal may be present in classrooms or at any Bryan College-sponsored event.

For a student (the partner for the animal) to have a service dog on campus, the student will need to complete ADA paperwork with ADA Services staff. There is also a form required to get the animal registered, and part of the form will require information about the animal’s certifications and overall health.

Requirements for Service Animals and Their Handlers

1. The service animal must be licensed and immunized according to state laws. Trainee dogs are acceptable if they are socialized and show no aggressive behavior.
2. The service animal must be healthy. Unhealthy animals are not permitted on Bryan College property.
3. The service animal must be on a leash or under voice control at all times.
4. The animal must wear a license and vaccination tag at all times unless prevented by their responsibilities.
5. If the service animal urinates, defecates, or makes another unclean situation, the student partner must clean up the mess made by the animal and place the wrapped garbage into an appropriate waste receptacle. If the student partner cannot do the cleanup based on their disability, the student and the ADA Coordinator can discuss other accommodations to help with clean up.
6. The student partner must be in control of the service animal at all times. Please note that situations with disruptive and unclean animals may prompt

the ADA Coordinator to ask the student to take the animal off Bryan College property at any time. If more than two violations occur where the animal must leave campus due to being disruptive or unclean, the student will receive a letter from ADA Services asking that the service animal not be brought back to campus.

Requirements for Faculty, Students, and Others:

1. Do not feed a service animal.
2. Allow the service animal to accompany its student partner at all times. Do not try to separate the two of them.
3. Do not pet or try to play with a service animal.
4. Only two questions about these animals may be asked to the student by staff or faculty:
 - Is this animal required because of a disability?
 - What services does this animal provide for you?

Support Animals

The Fair Housing Act of 1988 defined “support animal” in broader terms than the ADA has defined service animals; however, the Rehabilitation Act of 1973 stated that it is a right of people with disabilities to have these animals.

In accordance with these laws, Bryan College will make reasonable accommodations for people with disabilities, and that may include having a support animal on campus. Support animals are not service animals per the definitions in Title I and Title III of the ADA, but these animals do provide support for students who are being treated for various conditions. The animals provide therapeutic contact, serve as a source of companionship, and help to alleviate the effects of loneliness and depression.

Requirements for Support Animals and Their Student Handlers:

1. The student must register with ADA Services and complete all necessary paperwork. The support animal will be listed as an accommodation if it meets the standards of serving the student therapeutically as verified by a medical professional.
2. The student will sign a list of student responsibilities at the beginning of each semester.
3. The animal must be kept in student housing and may not come to other areas of the campus, such as classrooms, the library, the chapel, the student center, etc. The animal is not allowed to be brought to College events. An exception to this rule would be only for when the animal is walked outside on grassy, paved, or concrete areas. In this case, the animal must be on leash or contained physically at all times.
4. The student must have voice control over the animal, as applicable.
5. Applicable animals must wear their vaccination and license tags at all times.
6. The animal must be clean and healthy. Veterinarian authorizations for a clean bill of health for the animal and immunization records will be required.
7. If the support animal urinates, defecates, or makes another unclean situation, the student partner must clean up the mess made by the animal and place the wrapped garbage into an appropriate waste receptacle. If the student

partner cannot do the cleanup based on their disability, the student and the ADA Coordinator can discuss other accommodations to help with clean up.

8. In the event that emergency boarding is needed for the animal (such as if the student was urgently hospitalized), the ADA Coordinator will, if needed, make contact with the person listed on the ADA Support Animal Application paperwork to come to get the animal. If emergency boarding is required, the student will be financially responsible for those charges.

Bryan College reserves the right to permanently dismiss any emotional support animal at any time due to inappropriate behavior or uncleanliness.

Student Housing and Animals

Bryan College housing is covered by applicable ADA laws and the Federal Housing Act. These laws mandate the acceptance of assistive animals (both service animals and support animals) in student housing. The College recognizes that these needed animals enable all students to fully participate in Bryan College's activities and programming.

In order for an animal to live with its student partner on campus, the following rules must be observed:

1. The animal must be contained within the student's living area. If the animal is taken outside of the living area, the animal must be on leash or otherwise tethered or contained. For Service Animals who's duties require them to be off-leash, the animal must be under voice control.
2. The student must ensure that the animal does not interfere with the activities of other students on campus.
3. The animals may not become the responsibility of other students.
4. The student must be responsible for all clean-up for the animal.
5. The ADA Coordinator may place reasonable restrictions on animals depending on the types of animals and their characteristics.
6. It is the student's financial responsibility for any costs related to the actions of animals – including bodily injury, property damages, pest control, and non-standard cleaning.

Also, the animals may be judged on these factors before approval of that animal would be made:

1. The size of the animal and whether it is too large for the housing space.
2. The ability of the animal to co-exist with the student's other housemates.
3. The noise that the animal makes in regard to whether the animal violates other students' rights to peace and quiet.
4. The ability of the animal to be housebroken.
5. The animal's potential to cause fear.

Students will be required to have all housemates to sign the Housemate Agreement Form, (See form in the Appendix.) On this form, the housemates agree to having the animal in their housing space and to behave appropriately with the animal. Examples of appropriate behavior include not startling the animal, not feeding the animal, and not distracting the animal.

Requests for assistive animals may be denied if the request places an undue financial or administrative burden on Bryan College. Also, the animal request may be denied if the situation would fundamentally alter the nature of housing at Bryan College. Lastly, the animal request may be denied if the situation causes a direct threat to those on campus.

ADA Accommodations for the Ward School of Nursing

Request for Accommodations Because of a Disability

The Ward School of Nursing is committed to ensuring all qualified individuals with disabilities have the opportunity to take part in the educational programs and services offered on an equal basis without discrimination. Reasonable and appropriate accommodations are made on an individual basis and approved by the Bryan College ADA Coordinator in collaboration with the BSN Chair.

It is the student's responsibility to initiate and follow-through with a request for accommodations because of a disability. This process is initiated through the ADA Coordinator in the Office of Equity and Accessibility and can be found here:

<https://www.bryan.edu/academics/arc/disability-services/>

BSN students wishing to request accommodations must adhere to the process outlined below.

Clinical Accommodations

The student must submit the request for **clinical** accommodations to the ADA Coordinator as follows:

For the Fall semester: the request must be submitted by **July 15**

For the Spring semester: the request must be submitted by **December 15**

Failure to submit the request for **clinical** accommodations by these deadlines may impact the student's ability to successfully complete clinical requirements, and therefore affect the student's ability to progress in the BSN program.

If a request for accommodations is received after the stated deadlines, clinical experiences and/or evaluation(s) of student performance have already occurred, those experiences and/or evaluation results will not be altered. Accommodations cannot be applied retroactively.

Classroom Accommodations

The student must submit the request for **classroom** accommodations to the ADA Coordinator by the **tenth day of class** in the Fall or Spring semester. If the disability is diagnosed after this time period, the student may submit the request later.

If a request for accommodations is received after classroom experiences and/or evaluation(s) of student performance have already occurred, those experiences and/or evaluation results will not be altered. Accommodations cannot be applied retroactively.

The student's request for accommodations must include:

- A completed Application for ADA Accommodations
- Appropriate medical documentation supporting the request in accordance with the requirements outlined in the ADA Policies and Procedures Manual.

The ADA Coordinator will review the accommodations request and documentation in collaboration with the BSN Chair, and in accordance with the ADA Policies and Procedures Manual. The decision and any reasonable and appropriate accommodations that can be made will be communicated to the student in writing.

Accommodations may not contradict or override the Essential Functions required of each student listed in Ward School of Nursing Student Handbook, available here: <https://www.bryan.edu/wp-content/uploads/handbook-nursing.pdf>

ADA for Bryan College Faculty and Staff

Bryan College takes seriously their duty to assist faculty and staff as well as students in accordance with the ADA and related state laws. This manual deals primarily with the needs of Bryan College students. Faculty and staff seeking accommodations can reach out either to Human Resources or to the ADA Coordinator, or to both, since the particular support provided can overlap significantly. For example, the Family and Medical Leave Act is an employment-specific law that does not impact students but that does replace accommodations that could be provided for students by the ADA Coordinator. As a result, many (though not all) relevant accommodations are addressed through Human Resources rather than through the Office of Equity and Accessibility.

In order to prevent confusion, Faculty/Staff ADA Forms have not been provided in the appendix here, but they can be provided on request from either Human Resources or the ADA Coordinator.

Grievance Procedures

Bryan College takes seriously their duty to assist students in accordance with the ADA and related state laws. In accordance with this, our grievance policy is designed to make sure that all student/faculty/staff/community member concerns are addressed appropriately. Open communication with the applicable staff, such as the ADA Coordinator, is encouraged and may be able to resolve issues before a grievance is necessary. However, if the person applying for or in need of accommodations feels uncomfortable with this communication and/or feels that the situation is not improving, a grievance may be filed. Appropriate steps for different grievances procedures are listed below.

Grievance Procedure for Non-Compliance with Accommodations

If accommodations have been approved by the Office of Equity and Accessibility and notification has been provided to the parties involved, but the accommodations are not made available, please contact the ADA Coordinator immediately. The ADA Coordinator will be responsible for making sure that any miscommunications are addressed and for ensuring that the accommodations are provided as required.

Grievance Procedure for Denial of Accommodations or Related Concerns

If accommodations have not been provided, the person who has submitted the application for accommodations or who has experienced the lack of access to Bryan College's facilities may submit a grievance in the following way:

1. Complete the ADA Grievance form found at <https://www.bryan.edu/campus/campus-services/disability-services/> (or see the Grievance Form in the Appendix.)
2. Submit the completed ADA Grievance Form to the Bryan College's Provost. The student has 30 days to submit the form from the date of the perceived violation. Alternative means of reporting (like personal interviews) will be available upon request.
3. The Provost, with the cooperation of the ADA Coordinator, will facilitate the assembly of the review committee. The review committee will be made up of three Bryan College Staff/Faculty members, with one representative each from Academics, Student Life, and Human Resources. The specific makeup

of the committee will vary to avoid conflicts of interest and to assure competence in the specific area of accommodation being requested. The review committee will come to a decision on their own and the ADA Coordinator will recuse themselves from the investigation and the determination discussion.

4. A written decision will be provided by email to the person who submitted the grievance within one week of the submission of the grievance. This will include the findings of the review committee and potential solutions to the problems listed in the grievance.
5. If the conclusions of the review committee are not satisfactory, the person who submitted the grievance will have 5 days to respond in writing to the review committee, who will forward that response to the Bryan College Provost who will review the committee decision and the appeal and come to a final decision.

Grievance Procedure for Complaints External to Bryan College

If, after completing appropriate the appropriate process for internal complaints, the student/staff/faculty/community member finds the final resolutions unsatisfactory and wishes to continue the process beyond this format, the ADA Officer will inform them of their right to file a complaint with the appropriate governmental agencies, to seek private mediation, and/or to file a lawsuit.

Appendixes

- I. Complete ADA Services Application Packet
 - a. Application for Services
 - b. Informed Consent Form
 - c. Authorization for Release of Information to Professors and/or Applicable Staff
 - d. Authorization for Release of Information to Parents, Guardians, Spouses, and/or Support Persons
- II. Service Animal Packet
 - a. Animal Registration Form
 - b. ADA Services Agreement- Service Animal
 - c. Housemate Agreement Form- Service Animal
- III. Support Animal Packet
 - a. Animal Registration Form
 - b. ADA Services Agreement- Support Animal
 - c. Housemate Agreement Form- Support Animal
- IV. Grievance Form



Office of Equity and Accessibility

APPLICATION FOR ADA SERVICES

PLEASE NOTE: It is recommended for students to submit an Application for ADA Services within the first ten days of classes in order to arrange accommodations. If a diagnosis is given in the middle of a semester, it is recommended for the student meet with ADA staff within ten days of receiving the documentation in order to make best use of the appropriate accommodations.

Name: _____ Student ID: _____

Address: _____

Phone Number: _____ Date of Birth: _____

Bryan College Email: _____

1. What are your disabilities and functional limitations?

2. What accommodations have you previously received?

3. What diagnosis has been given and by whom?

4. Have you received any tutoring, counseling, or special therapy of any kind? ☐ Yes or ☐ No

If Yes, please describe:

5. Please list applicable medications that may affect your accommodation needs in online and/or in-person learning environments:

Signature: _____ Date: _____

**Completion of this application does not ensure accommodations. The approval to receive accommodations is based on review of documentation specific for each disability and its impact and functional limitations.

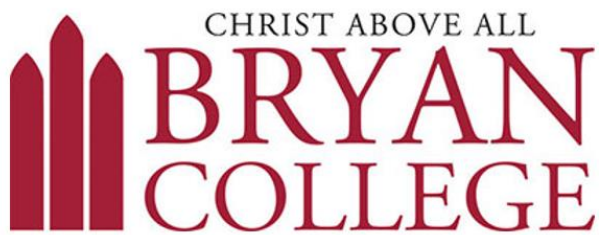
**You must provide documentation from a professional able to make your diagnosis along with this application. Please see the ADA Policy and Procedure Manual for what types of documentation are required and accepted. (<https://www.bryan.edu/campus/campus-services/disability-services/>)

Please send this application and documentation to:

ADA Coordinator Bryan College
Box #7785
721 Bryan Drive
Dayton, TN 37321

ADA@bryan.edu

Fax: 423.775.7174



Office of Equity and Accessibility

ADA Informed Consent Form

As a student who is receiving ADA accommodations at Bryan College, you have provided personal and private health information with the ADA Services Office. Note that this information is considered private through the Family Educational Rights and Privacy Act (FERPA). The privacy mandates in the Health Insurance Portability and Accountability Act of 1996 do not apply since Bryan College is not a medical clinic or hospital.

ADA Services staff members understand that holding your information privately and confidentially establishes trust between us and you, and it is mandated under the FERPA guidelines for privacy. Please note that any information shared with the ADA Coordinator will never be disclosed unless one of the following occurs:

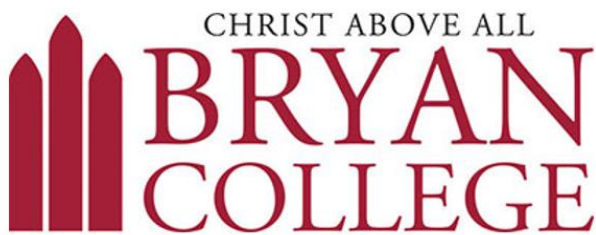
1. You sign the releases of information (one for family and one for Bryan College staff, faculty and administration) that allows the Coordinator when absolutely necessary to share information about your status as an ADA student and about considerations regarding your situation that may impact your academic success. The information shared will always be on a “need to know basis” and will be delivered discreetly. You will always know when this would occur. There are no penalties if you decline to sign these forms, however some consent is required in order to send out accommodation letters.
2. There are times when the ADA Coordinator would need to break confidentiality if it was discovered that any of the following were happening with your situation: elder abuse or neglect, child abuse or neglect, dependent adult abuse or neglect, sexual assault, and suicidal and/or homicidal intent. If these issues needed to be disclosed, the ADA Coordinator would notify the proper authorities within and outside of Bryan College.

Please note that the private health information that is shared with the Coordinator is kept in a locked file inside of a locked office.

If you would ever like to have copies of documents within your file, you should write the ADA Coordinator to request what is needed. The request must be signed.

Student Signature

Date



Office of Equity and Accessibility

ADA Authorization for Release of Information to Professors and Applicable Staff

I understand that the ADA Coordinator may communicate in writing and/or verbally with faculty and staff members during

- ☐ my education at Bryan College or
- ☐ during the 20 ____ - 20 ____ school year.

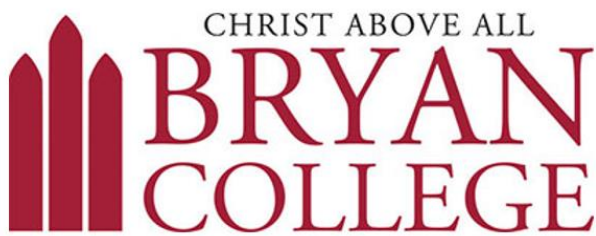
I give permission to share the following information regarding my ADA file: (Check all that apply.)

- ☐ My status of being a student who is receiving ADA Services (please note that, in order to authorize the sending of ADA Accommodation Letters, you must check at least this box)
- ☐ My health condition as it relates to in-person and online learning environments
- ☐ My entire situation as needed

By signing below, I am giving permission and stating that I understand this release of information.

Student Signature

Date



Office of Equity and Accessibility

ADA Authorization for Release of Information to Parents/Guardians/Spouses/Support Persons

Please note: In addition to this form, if you would like the ADA Coordinator to be able to discuss your situation with the persons listed below, you must also complete a Non-Financial FERPA Waiver. You can fill it out and sign it in the Registrar's office or find it here: <https://www.bryan.edu/academics/registrar/ferpa/>

I hereby request and authorize the ADA Coordinator to communicate in writing and/or verbally with the individuals listed below regarding my ADA status and education during

- ☐ my education at Bryan College or
- ☐ during the 20 ____ - 20 ____ school year.

I give permission to share the following information regarding my ADA file: (Check all that apply.)

- ☐ My status of being a student who is receiving ADA Services
- ☐ My health condition as it relates to in-person and online learning environments
- ☐ My entire situation as needed

Names, phone numbers, and relationship of those with whom information may be shared:

Name: _____ Phone: _____ Relationship: _____

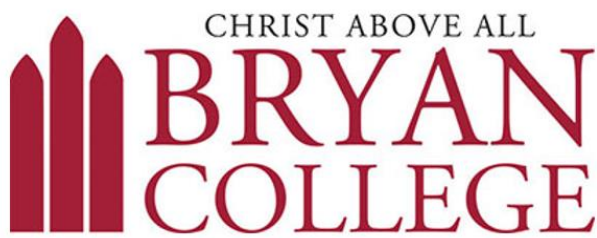
Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

By signing below, I am giving permission and stating that I understand this release of information.

Student Signature

Date



Office of Equity and Accessibility

ADA Service Animal Application Packet

In order to register your Service Animal to live on campus, read and complete this packet of forms. This is a checklist of required paperwork for a Service Animal.

Complete the following steps to apply:

- ☐ A completed ADA Application for Services submitted to the ADA Coordinator, including a
 - Letter from a health care professional indicating the need for a service animal or a written statement of the disability for which you require a service animal and the task that the animal performs.
- ☐ This completed ADA Service Animal Application Packet including the
 - Animal Registration Form
 - ADA Services Agreement Form—Service Animal
 - Housemate Agreement Form—Service Animal
- ☐ Paperwork from the animal's veterinarian indicating that the animal is healthy and up to date on vaccines
- ☐ Copy of any license required by your state/county/municipality of residence

After your application has been submitted, you will also be required to meet with the ADA Coordinator or other Bryan College personnel and to bring your service animal to the meeting before final approval.

Please note: You are *NOT* required to pay for a third-party Service Animal registration. Such a registration is not required and it is not legally binding. Purchase of such registration will *not* affect the application

Completing this application does not guarantee approval.

Please send this application and documentation to:

ADA Coordinator Bryan College
Box #7785
721 Bryan Drive
Dayton, TN 37321

ADA@bryan.edu

Fax: 423.775.7174

Bryan College Service Animal Policy

The ADA (2010) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." The services that the animal provides must be directly related to the student's disability. For example, these dogs may assist blind students by guiding them, or they may be a source of comfort for a student with Post Traumatic Stress Disorder. The dogs may help hearing impaired students by alerting the students when needed. There are many types of situations when service dogs, animals that are trained and on the job, may assist students.

Bryan College complies with the ADA, and service animals are welcome at the College. The animal may be present in classrooms or at any Bryan College-sponsored event.

For a student (the partner for the animal) to have a service dog on campus, the student will need to complete ADA paperwork with ADA Services staff. There is also a form required to get the animal registered, and part of the form will require information about the animal's certifications and overall health. The student should bring the animal to the meeting which occurs in the ADA Services Department.

Requirements:

1. The service animals must be licensed and immunized according to State laws. Trainee dogs are acceptable if they are socialized and show no aggressive behavior.
2. The service animal must be healthy. Unhealthy animals are not permitted on Bryan College property.
3. The service animal must be on a leash or under voice control at all times.
4. The animal must wear a license and vaccination tag at all times at all times unless prevented by their responsibilities.
5. If the service animal urinates, defecates, or makes another unclean situation, the student partner must clean up the mess made by the animal and place the wrapped garbage into an appropriate waste receptacle. If the student partner cannot do the cleanup based on his disability, the student and the ADA Coordinator can discuss other accommodations to help with clean up.
6. The student partner must be in control of the service animal at all times.

Please note that situations with disruptive and unclean animals may prompt the ADA Coordinator to ask the student to take the animal off Bryan College property at any time. If more than two violations occur where the animal must leave campus due to being disruptive or unclean, the student will receive a letter from ADA Services asking that the service animal not be brought back to campus.

Requirements for Faculty, Students, and Others:

1. Do not feed a service animal.
2. Allow the service animal to accompany its student partner at all times. Do not try to separate the two of them.
3. Do not pet or try to play with a service animal.

Only two questions about these animals may be asked to the student by staff or faculty:

1. Is this animal required because of a disability?
2. What services does this animal provide for you?

Bryan College Student Housing and Animals

Bryan College housing is covered by applicable ADA laws and the Federal Housing Act. These laws mandate the acceptance of assistive animals (both service animals and support animals) in student housing. The College recognizes that these needed animals enable all students to fully participate in Bryan College's activities and programming.

In order for an animal to live with its student partner on campus, the following rules must be observed:

1. The animal must be contained within the student's living area. If the animal is taken outside of the living area, the animal must be on leash or otherwise tethered or contained.
2. The student must ensure that the animal does not interfere with the activities of other students in the housing.
3. The animals may not become the responsibility of other students.
4. The student must be responsible for all clean-up for the animal.
5. The ADA Coordinator may place reasonable restrictions on animals depending on the types of animals and their characteristics.
6. It is the student's financial responsibility for any costs related to the actions of animals - including bodily injury, property damages, pest control, and non-standard cleaning.

Also, the animals may be judged on these factors before approval of that animal would be made:

1. The size of the animal and whether it is too large for the housing space.
2. The ability of the animal to co-exist with the student's other housemates.
3. The noise that the animal makes, in regard to whether the animal violates other students' rights to peace and quiet.
4. The ability of the animal to be housebroken.
5. The animal's potential to cause fear.

Students will be required to have all housemates to sign the Housemate Agreement Form. On this form, the housemates agree to having the animal in their housing space and to behave appropriately with the animal. Examples of appropriate behavior include not startling the animal, not feeding the animal, and not distracting the animal.

Requests for assistive animals may be denied if the request places an undue financial or administrative burden on Bryan College. Also, the animal request may be denied if the situation would fundamentally alter the nature of housing at Bryan College. Lastly, the animal request may be denied if the situation causes a direct threat to those on campus.



Office of Equity and Accessibility

ADA Services Agreement Form - Service Animal

Student Name: _____ Student Email: _____

Name/Type of Animal: _____

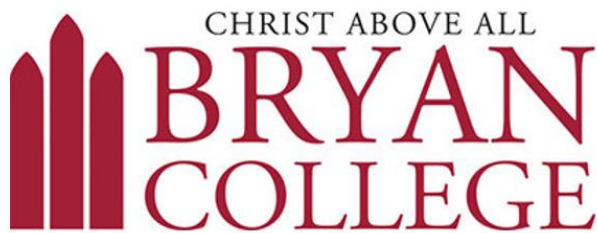
By signing below, I agree to the following regarding my emotional support animal:

1. I am fully responsible for the care and control of this animal. The College assumes no financial responsibility or care of the animal.
2. I will keep the animal on a leash or, if required to be off leash in order to perform its responsibilities, under strict voice control, for these times outside of my dorm room.
3. I understand that the animal must be housebroken. I understand that I am fully responsible for any mess made by the animal. If the animal defecates, urinates, or makes another unclean situation, I am responsible for putting waste materials in the appropriate receptacles. Cleanup for animals will include litter for cats that must be scooped and changed often.
4. I understand that a notification will be placed on the building to notify students and visitors of the animals presence.
5. I understand that I must take the animal with me if I am leaving campus for a prolonged period of time. I also understand that if I must leave campus suddenly (such as if I am hospitalized) that the following local person(s) should be called to come to get my animal from Bryan College until I am able to return:

Animal Emergency Contact phone number: _____

6. I understand that I am responsible for ensuring that my animal does not interfere with the activities of my fellow housemates and does not cause disruptions for any students.
7. I understand that my animal must be in, and stay in, good health and must remain up to date on immunizations per local ordinances. Annual veterinarian visits are mandatory.
8. I understand that I must have my housemates' agreement to have the animal live with me.
9. I understand that I am responsible for all costs related to my animal. These costs may include clean up, boarding, and removal fees as needed.
10. I understand that the College may ask me to remove the animal from campus at any time if my animal causes disruptions, unclean situations, or any other problematic situation.

Signed: _____ Date: _____



Office of Equity and Accessibility

HOUSEMATE AGREEMENT FORM - SUPPORT ANIMAL

Student Housemate Name: _____ Email: _____

Student Partner of Animal: _____ Email: _____

Animal Name: _____ Animal Type: _____

Description of Animal: _____

By signing below, I agree to the following:

I understand that I will share a dorm living space with a housemate who has a Support Animal. I agree to all of the following regarding the animal:

1. I will not touch, speak to, or play with the animal without the owner's permission.
2. I will not feed the animal or do other activities that may disrupt the animal's schedule.
3. I will not startle or distract the animal.
4. I will not attempt to separate the animal from the owner.
5. I will not ask the owner about why he/she has the animal or what the disability is. I will also respect the privacy of the student and will not share information about the student or their needs or disability.
6. If I have a problem with the animal, I will discuss the issue with the owner. If we do not find a solution, I will contact the ADA Coordinator.

Housemate Signature: _____ Date: _____



Office of Equity and Accessibility

Animal Registration Form

Student Name: _____ Email: _____

Animal Name: _____ Date: _____

Description of Animal: _____

State/County/Municipal License Number of Animal (if required by place of residence) : _____

Vaccination History of Animal: _____

Name of Veterinarian: _____

Veterinarian's Phone Number: _____

Local Boarding Preference (if selected): _____

Local Boarding Phone Number (if selected): _____

Copy of liability insurance on file: **Yes** **NO**

Please attach a signed statement regarding the health and vaccination history of the animal from the veterinarian and any licensing information to this form.

Student Signature: _____



Office of Equity and Accessibility

ADA Support Animal Application Packet

To request permission to have an on-campus Support Animal, read and complete this packet of forms. This is a checklist of required paperwork for a Support Animal.

Complete the following steps to apply:

- ☐ A completed ADA Application for Services submitted to the ADA Coordinator, including a
 - Letter from a health care professional indicating the need for a support animal
- ☐ This completed ADA Support Animal Application Packet including the
 - Animal Registration Form
 - ADA Services Agreement Form—Support Animal
 - Housemate Agreement Form—Support Animal
- ☐ Paperwork from the animal's veterinarian indicating that the animal is healthy and up to date on vaccines
- ☐ Copy of any license required by your state/county/municipality of residence

After your application has been submitted, you will also be required to meet with the ADA Coordinator or other Bryan College personnel and to bring your support animal to the meeting before final approval.

Please note: You are *NOT* required to pay for a third-party Support Animal registration. Such a registration is not required and it is not legally binding. Purchase of such registration will *not* affect the application

Completing this application does not guarantee approval.

ADA Coordinator Bryan College

Box #7785

721 Bryan Drive

Dayton, TN 37321

ADA@bryan.edu

Fax: 423.775.7174

Bryan College Support Animal Policy

The Fair Housing Act of 1988 defined "support animal" in broader terms than the ADA has defined service animals; however, the Rehabilitation Act of 1973 stated that it is a right of people with disabilities to have these animals.

In accordance with these laws, Bryan College will make reasonable accommodations for people with disabilities, and that may include having a support animal on campus. Support Animals are not Service Animals per the definitions in Title I and Title III of the ADA, but these animals do provide support for students who are being treated for various conditions. The animals provide therapeutic contact, serve as a source of companionship, and help to alleviate the effects of loneliness and depression.

Requirements for Support Animals and their student handlers:

1. The student must register with ADA Services and complete all necessary paperwork. The support animal will be listed as an accommodation if it meets the standards of serving the student therapeutically as verified by a medical professional.
2. The student will sign a list of student responsibilities at the beginning of each semester.
3. The animal must be kept in student housing and may not come to other areas of the campus, such as classrooms, the library, the chapel, the student center, etc. The animal is not allowed to be brought to College events. An exception to this rule would be only for when the animal is walked outside on grassy, paved, or concrete areas. In this case, the animal must be on leash or contained physically at all times.
4. The student must have voice control over the animal, as applicable.
5. Applicable animals must wear their vaccination and license tags at all times.
6. The animal must be clean and healthy. Veterinarian authorizations for a clean bill of health for the animal and immunization records will be required.
7. If the support animal urinates, defecates, or makes another unclean situation, the student partner must clean up the mess made by the animal and place the wrapped garbage into an appropriate waste receptacle. If the student partner cannot do the cleanup based on his disability, the student and the ADA Coordinator can discuss other accommodations to help with clean up.
8. In the event that emergency boarding is needed for the animal (such as if the student was urgently hospitalized), the ADA Coordinator will, if needed, make contact with the person listed on the ADA Support Animal Application paperwork to come to get the animal. If emergency boarding is required, the student will be financially responsible for those charges.

Bryan College reserves the right to permanently dismiss any Support Animal at any time due to inappropriate behavior or uncleanliness.

Bryan College Student Housing and Animals

Bryan College housing is covered by applicable ADA laws and the Federal Housing Act. These laws mandate the acceptance of assistive animals (both service animals and support animals) in student housing. The College recognizes that these needed animals enable all students to fully participate in Bryan College's activities and programming.

In order for an animal to live with its student partner on campus, the following rules must be observed:

1. The animal must be contained within the student's living area. If the animal is taken outside of the living area, the animal must be on leash or otherwise tethered or contained.
2. The student must ensure that the animal does not interfere with the activities of other students in the housing.
3. The animals may not become the responsibility of other students.
4. The student must be responsible for all clean-up for the animal.
5. The ADA Coordinator may place reasonable restrictions on animals depending on the types of animals and their characteristics.
6. It is the student's financial responsibility for any costs related to the actions of animals - including bodily injury, property damages, pest control, and non-standard cleaning.

Also, the animals may be judged on these factors before approval of that animal would be made:

1. The size of the animal and whether it is too large for the housing space.
2. The ability of the animal to co-exist with the student's other housemates.
3. The noise that the animal makes, in regard to whether the animal violates other students' rights to peace and quiet.
4. The ability of the animal to be housebroken.
5. The animal's potential to cause fear.

Students will be required to have all housemates to sign the Housemate Agreement Form. On this form, the housemates agree to having the animal in their housing space and to behave appropriately with the animal. Examples of appropriate behavior include not startling the animal, not feeding the animal, and not distracting the animal.

Requests for assistive animals may be denied if the request places an undue financial or administrative burden on Bryan College. Also, the animal request may be denied if the situation would fundamentally alter the nature of housing at Bryan College. Lastly, the animal request may be denied if the situation causes a direct threat to those on campus.



Office of Equity and Accessibility

ADA Services Agreement Form- Support Animal

Student Name: _____ Student Email: _____

Name/Type of Animal: _____

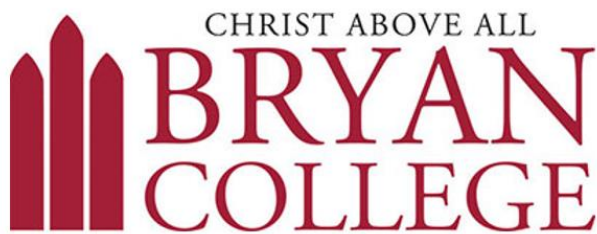
By signing below, I agree to the following regarding my emotional support animal:

1. I am fully responsible for the care and control of this animal. The College assumes no financial responsibility or care of the animal.
2. I understand that the animal must stay inside of my dorm except for occasional walks on paved or grassy areas on college property. I will keep the animal on a leash or have it otherwise contained for these times outside of my dorm room. The animal is not allowed in other buildings on campus, and the animal may not be brought to Bryan College -sponsored events.
3. I understand that the animal must be housebroken. I understand that I am fully responsible for any mess made by the animal. If the animal defecates, urinates, or makes another unclean situation, I am responsible for putting waste materials in the appropriate receptacles. Cleanup for animals will include litter for cats that must be scooped and changed often.
4. I understand that the College may place certain restrictions based on the type and size of the animal as needed and as determined by ADA staffmembers. I understand that a notification will be placed on the building to notify students and visitors of the animals presence.
5. I understand that I must take the animal with me if I am leaving campus for a prolonged period of time. I also understand that if I must leave campus suddenly (such as if I am hospitalized) that the following local person(s) should be called to come to get my animal from Bryan College until I am able to return:

Animal Emergency Contact phone number: _____

6. I understand that I am responsible for ensuring that my animal does not interfere with the activities of my fellow housemates and does not cause disruptions for any students.
7. I understand that my animal must be in, and stay in, good health and must remain up to date on immunizations per local ordinances. Annual veterinarian visits are mandatory.
8. I understand that I must have my housemates' agreement to have the animal live with me.
9. I understand that I am responsible for all costs related to my animal. These costs may include clean up, boarding, and removal fees as needed.
10. I understand that the College may ask me to remove the animal from campus at any time if my animal causes disruptions, unclean situations, or any other problematic situation.

Signature: _____ Date: _____



Office of Equity and Accessibility

HOUSEMATE AGREEMENT FORM[®] - SUPPORT ANIMAL

Student Housemate Name: _____ Email: _____

Student Partner of Animal: _____ Email: _____

Animal Name: _____ Animal Type: _____

Description of Animal: _____

By signing below, I agree to the following:

I understand that I will share a dorm living space with a housemate who has a Support Animal. I agree to all of the following regarding the animal:

1. I will not touch, speak to, or play with the animal without the owner's permission.
2. I will not feed the animal or do other activities that may disrupt the animal's schedule.
3. I will not startle or distract the animal.
4. I will not attempt to separate the animal from the owner.
5. I will not ask the owner about why he/she has the animal or what the disability is. I will also respect the privacy of the student and will not share information about the student or their needs or disability.
6. If I have a problem with the animal, I will discuss the issue with the owner. If we do not find a solution, I will contact the ADA Coordinator.

Housemate Signature: _____ Date: _____



Office of Equity and Accessibility

Animal Registration Form

Student Name: _____ Email: _____

Animal Name: _____ Date: _____

Description of Animal: _____

State/County/Municipal License Number of Animal (if required by place of residence): _____

Vaccination History of Animal: _____

Name of Veterinarian: _____

Veterinarian's Phone Number: _____

Local Boarding Preference (if selected): _____

Local Boarding Phone Number (if selected): _____

Copy of liability insurance on file: **Yes** **NO**

Please attach a signed statement regarding the health and vaccination history of the animal from the veterinarian and any licensing information to this form.

Student Signature: _____



Office of Equity and Accessibility

ADA Grievance Form

Please use this form to address concerns about the ADA accommodation that you are receiving. Because most grievances can be best addressed by the ADA Coordinator, you will submit this form to the ADA Coordinator. In cases where the grievance is against the ADA Coordinator themselves, you may additionally submit the form to the Provost.

Which of the following is the reason for submitting this form? (please check all that apply)

- ☐ A faculty member is not complying with my approved academic accommodation.
- ☐ A staff member is not complying with my approved academic accommodation.
- ☐ A staff member is not complying with my approved non-academic accommodation.
- ☐ The ADA Coordinator has failed to follow the existing ADA policies.
- ☐ I am requesting an exception to the existing ADA policies because I am in need of additional accommodation not currently covered.
- ☐ Other

Give a full description of the problem along with all relevant facts: (additional sheets of paper may be attached)

List a summary of steps that you have already taken to attempt to resolve the issue:

List the requested resolution you are seeking:

Name: _____ Signature: _____

Date: _____ Bryan College Email: _____

Please attach any supporting documentation that you wish to share. This form can be delivered to the ADA Coordinator through one of the following means: ADA Coordinator Bryan College Box #7785 721 Bryan Drive Dayton, TN 37321 ADA@bryan.edu Fax: 423.775.7174