

## **STUDENT DISABILITY**

### Student Disability Services - Code of Practice

The Cork College of Commerce is committed to a policy of equal opportunity in education and to ensuring that students with a disability have as complete and equitable access to all aspects of College life as can reasonably be provided. The Equal Status Acts 2000-2011 makes provision for a service provider, such as the College of Commerce, to prepare and implement a code of practice setting out what it is doing to promote the inclusion of students with disabilities.

This Code of Practice is intended to provide a model for a high standard of service to students with disabilities. The College will take reasonable steps to ensure that it does not place a student with a disability at a substantial disadvantage compared to a non-disabled student. A substantial disadvantage is one that entails time, inconvenience, effort or discomfort compared to other people or students and which is more than minor or trivial.

The purpose of this Code of Practice for the College is twofold:

- Outlines to students with disabilities their rights and responsibilities in receiving reasonable accommodations in the College.
- Defines the College's rights and responsibilities to students with disabilities, and the College community.

For the purpose of this document and all College policies relating to students with disabilities, a reasonable accommodation might be any action that helps alleviate a substantial disadvantage. Making a reasonable accommodation might involve changing procedures, providing additional services (e.g. examination arrangements, materials in large print), or altering the physical environment.

Every student with a disability has the right to:

1. Reasonable and appropriate accommodations (adjustments and supports) and/or auxiliary aids determined on a case-by case basis and in accord with the individual's certified disability/specific learning difficulty.
2. Appropriate confidentiality of disability records (files) and that disclosure of information will only happen with the student's written consent.
3. Information reasonably available in accessible formats.
4. Be treated with dignity and respect.

Every student with a disability has the responsibility to:

1. Identify themselves in a timely manner as an individual with a disability when seeking an accommodation.
2. Provide documentation from an acceptable professional source that verifies the nature of the disability and the functional limitations resulting from the disability.
3. Follow the Student Disability Service and College procedures for obtaining reasonable and appropriate accommodations, examination accommodations and/or auxiliary aids.
4. Treat staff of the College with dignity and respect.

College has the right to:

1. Request an 'Evidence of Disability Form' (Form DS 2) completed by an acceptable professional source to verify the need for reasonable accommodations and/or auxiliary aids.

2. Discuss a student's need for reasonable accommodations and/or auxiliary aids with the professional source of his/her documentation, having obtained the student's signed consent authorising such disclosure and discussion.
3. Select from equally effective and appropriate accommodations and/or auxiliary aids in consultation with students with disabilities.
4. Deny a request for accommodation and/or auxiliary aid if the documentation does not identify a specific disability and/or functional limitation, if it fails to verify the need for the requested services or if it is not provided in a timely manner.
5. Refuse to provide an accommodation and/or auxiliary aid that is inappropriate or unreasonable, including any that: pose a direct threat to the health or safety of others, constitute a substantial change or alteration to an essential element of a course or programme, or pose undue financial or administrative hardship on the College.

The College has the responsibility to:

1. Provide to students with disabilities information regarding College policies and procedures and ensure that it is available in accessible formats upon request.
2. Provide reasonable and appropriate accommodations and/or auxiliary aids for students with disabilities upon a timely request by a student.