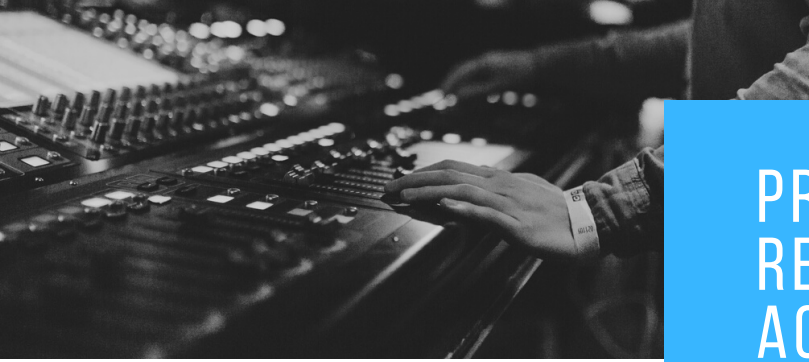


CRAS | Conservatory of Recording
Arts & Sciences

STUDENTS WITH DISABILITIES

ACCOMMODATION
POLICY





PROCESS FOR REQUESTING ACCOMMODATIONS:

At the postsecondary level, students are required to self-identify as a person with a disability and affirmatively make a request for an accommodation to the Conservatory. Once a request has been made, the school will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available.

A student requesting an accommodation based on a disability must have a disability as defined by law and be qualified with or without reasonable accommodation. The school is only obligated to provide reasonable accommodations, and it is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation requests will necessarily be granted.

Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis. As such, approved accommodations may vary from person to person and from environment to environment for students with the same disability diagnosis.

Documentation of a specific disability does not translate directly into specific accommodations.

During the interactive process, appropriate school officials may be consulted to determine the appropriateness of requested accommodations and how best to implement certain accommodations.

Temporary accommodations may be available while the school engages in the interactive process to determine whether ongoing accommodations is appropriate and, if so, what reasonable accommodations are needed. However, temporary accommodations do not reflect a determination that ongoing accommodation will be granted and/or what reasonable accommodations are appropriate, nor do they create an obligation on the part of the Conservatory to continue accommodating the student.

The Conservatory will not retaliate, intimidate, threaten, coerce, or interfere with any individual in the exercise or enjoyment of any right protected by Section 504 and its implementing regulations.

REQUESTING ACCOMMODATIONS AND DOCUMENTATION

Students should complete the [CRAS Accommodation Request form](#) to make a request for accommodations. After doing so, the Student Support Coordinator will contact the student regarding the submission and the accommodation process will begin.

Students should not make accommodation requests directly to faculty members; if this occurs, faculty members will refer students to the Student Services Department. Similarly, faculty members or other Conservatory employees should not provide accommodations to students that have not been approved by the Student Services Department through this policy.

All faculty members and other Conservatory employees are required to implement approved accommodations.

The Conservatory encourages the timely request of accommodations prior to the start of the Master Recording II Program because the documentation and determination process may take some time. However, accommodation requests can be made and will be considered at any time. Do note, though, that granted accommodations are not effective retroactively so that students will not be able to re-do assignments or re-take exams with accommodations that they originally took before they asked for and received accommodations.

Some common accommodation requests include: testing services (including extended time on exams and/or reduced distraction rooms), reader, recording lectures, note taker, magnified text, and specific classroom seating. This list is not exhaustive and students should feel free to request other accommodations for consideration by the school.

[CRAS Accommodation Request form](#)

Appropriate supporting documentation will be requested. This may vary depending on the circumstances but could include (1) a description of the qualified professional's credentials, (2) a description of disability-related impairments as they relate to the student's ability to learn and participate in the academic program, (3) a description of any tests, assessments, facts, observations, records, other materials, and/or evaluations that the professional relied on in arriving at their specific diagnosis, and (4) a list of accommodations which the professional believes would allow the student to fully and equally participate in their educational program and how the professional expects the suggested accommodations to help the student.

Note that specific accommodations being recommended by a professional do not guarantee that those accommodations will be granted and the Conservatory may provide alternative accommodations instead.

While documentation of past accommodation history is important and will be considered, it is not decisive as to what accommodations will be granted by the Conservatory.

The Conservatory reserves the right to request additional documentation if the initial documentation does not provide sufficient information.

IMPLEMENTATION OF APPROVED ACCOMMODATIONS

Once the accommodations have been approved, the student will meet with the Student Support Coordinator to receive an Accommodation Plan.

- This plan will be assembled to outline the approved accommodations and will be signed by both the student and coordinator.
- This plan will be emailed to the faculty and the student.
- The signed document will be placed in the student's permanent file.
- Copies of the accommodation plan will be given to the student.
- At the beginning of each new class (either new class/course or new Instructor) students will be required to show the accommodation plan to their Instructor. This ensures that each Instructor has been fully informed of all specific accommodations accepted.



STUDENT RESPONSIBILITIES

It is the student's responsibility to provide the Accommodation Plan to each instructor.

It is the student's responsibility to discuss the approved accommodations with the faculty member in each course for which the student wants the accommodations to be implemented.

A student who believes that an approved accommodation is not being appropriately implemented, or is otherwise having difficulty with a faculty member related to accommodations, should review the grievance policy, below, for guidance in handling the situation.

MODIFICATIONS, AND ADDITIONAL ACCOMMODATIONS

It is the student's responsibility to contact and engage the Student Support Coordinator in a discussion when the need arises to discuss the implementation of the student's accommodations, identify any issues of concern, discuss the student's upcoming class schedule, consider whether any additional accommodations are necessary or if current accommodations need to be modified, etc. The coordinator will presume the approved accommodations are being implemented effectively unless they hear otherwise.

It is recommended that students contact the Student Support Coordinator with any identified needs prior to their start date or beginning of a new cycle. However, students who have been granted accommodations may request additional accommodations and/or modifications to their already granted accommodations at any time by contacting the Student Services Office.

GRIEVANCE PROCEDURES RELATED TO DISABILITY ACCOMMODATIONS

The Conservatory maintains a specific policy for addressing grievances and/or concerns related to this policy. If a student believes they were wrongfully denied accommodation(s), believes the final accommodation(s) provided are not reasonable, believes that the approved reasonable accommodation(s) were not provided, or if the student believes for any other reason that unlawful discrimination, harassment or a violation of rights under the ADA and/or Section 504 have occurred, they should follow the process set forth in the school's ADA and Section 504 Grievance Policy for Students, available by clicking [here](#):



CRAS CONTACT & GENERAL ADA INFORMATION

CONTACT INFORMATION

Student Services Department

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Director of Student Services | Student Support Coordinator

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GENERAL INFORMATION

Disability Defined

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

Disability Services

In order to ensure a smooth transition to secure reasonable accommodations, students may request disability related accommodations or services by completing the registration steps below. Students are encouraged to identify themselves as early as possible since some accommodations may take time to put in place.

Confidentiality/Self Advocacy

Disclosing all relevant information to the Student Support Coordinator is essential to establishing a disability/eligibility for services or accommodations and ensuring what is provided will be effective in meeting needs. Once registered and approved to use accommodations or services, students have a choice about how much information is shared beyond that point and students retain the right to request/use accommodations or to elect not to.

Disclosure is a personal choice and students are always free to provide whatever information they are comfortable sharing, but our processes preserve confidentiality for students who prefer to disclose only what is needed (the accommodation or services).

Temporary and Provisional Accommodations

Students with injuries or concussion may need temporary accommodations for a short term disability. Provisional accommodations may be provided while students are seeking an evaluation to determine the presence of a disability or the specific services or accommodations needed. Please contact the Student