Student Accessibility & Accommodation Requests:

**General Information**

Unity College supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, and similar state laws (“applicable law”), which are designed to eliminate discrimination against qualified individuals with disabilities. The College is committed to making the campus and its facilities accessible as required by applicable law. The College cannot make accommodations that are unreasonable or that fundamentally alter the nature of the College’s programs.

The **Unity College Collaborative Learning Center (CLC)** is the point of contact for all prospective or current students wishing to request special accommodations.

Students should fill out the appropriate accommodation request form(s):

- **Form 1: Housing** *(note deadlines for requests)*
- **Form 2: Mobility Impairment**
- **Form 3: Academic Accommodations**

Forms are available at [www.unity.edu](http://www.unity.edu), the CLC SharePoint site, or upon request.

After completing the appropriate form, the student should save the form(s) as a word document, and attach the completed form(s) to an email to: Lisa Bierre, ADA Coordinator, Lbierre@unity.edu

Students should also provide medical documentation from a licensed health care provider, and any other supporting documentation. Documentation may be sent through U.S. Mail, as a scanned email attachment, or by fax. All correspondence is processed with careful consideration of privacy rights. Questions and correspondence should be addressed to:

Lisa Bierre  
ADA Coordinator/Learning Specialist  
Lbierre@unity.edu  
Phone: (207) 509-7262  
Fax: (207) 512-1177  
Unity College  
90 Quaker Hill Rd. Unity, ME 04988
How Do Students Request Special Accommodations?

Unity College’s **Collaborative Learning Center (CLC)** is the contact point for all student accommodation requests. Students submit the appropriate Unity College Student Accommodations Request Form to the ADA Coordinator/Learning Specialist. Depending upon the type of accommodation requested, the ADA Coordinator will then forward the request to the appropriate Unity College officials or task force. Senior Staff has the prerogative to decide upon any accommodation request, especially if the accommodation request has significant financial implications for Unity College.

In order to better serve students, Unity College organizes student accommodation requests into three general categories:

1. **Campus Housing Accommodations (Form 1)**,
2. **Mobility Impairment Accommodations (Form 2)**, and
3. **Academic Accommodations (Form 3)**.

Unless special circumstances suggest otherwise, the ADA Coordinator will forward accommodations as follows:

1. **Campus Housing Accommodations (Campus Housing Accommodations Request Form 1)** - forwarded to the Director of Residence Life/Assistant Dean of Student Affairs. The Director of Residence Life will then communicate with the student making the request to determine reasonable accommodations. With certain extenuating circumstances, The Director of Residence Life may seek the advice and consent of the Student Support Team.

2. **Mobility Impairment Accommodations (Mobility Impairment Accommodations Request Form 2)** - forwarded to the Unity College ADA Task Force. In consultation with other appropriate College officials, the ADA Task Force will determine an appropriate course of action. The Chairperson of the ADA Task Force will then communicate the decision of the Task Force to the student as appropriate.

3. **Academic Accommodations (Academic Accommodations Request Form 3)** - The ADA Coordinator/Learning Specialist processes all Academic Accommodations as outlined on the Student Accommodations Request Form. The student is responsible for submitting the request form, for providing documentation, and for scheduling a meeting with the ADA Coordinator/Learning Specialist. Additionally, the student is responsible for meeting with individual faculty and for reviewing with individual faculty the written approval of academic accommodations granted to the student through the ADA Coordinator. With certain extenuating circumstances, the ADA Coordinator may seek the advice of the Student Support Team.

Decisions made by the Director of Residence Life concerning Campus Housing Accommodations, by the ADA Task Force concerning Mobility Impairment Issues, and by the ADA Coordinator/Learning Specialist concerning Academic Accommodations are all subject to review, approval, and/or denial by Unity College Senior Staff. Any student wishing to appeal a decision should consult the student appeals process as outlined in the **Unity College Student Handbook**.
Additional Accommodations Protocol Information

A disability is defined by the ADA as “a physical or mental impairment that substantially limits one or more of the major life activities, a record of such impairment, or being regarded as having an impairment.” The student is responsible for initiating the request of any special accommodations by completing the appropriate Student Accessibility & Accommodation Request Form (Housing, Mobility Impairment, or Academic) and scheduling meetings as directed. The decision to disclose special challenges and to request any special accommodations is entirely voluntary and pursued at the discretion of the student. Accommodation plans are based on documented needs from a medical professional relating to learning disabilities, physical disabilities (including temporary injuries), medical conditions, as well as psychological diagnoses.

The College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College’s programs, so completion of this form does not guarantee accommodations. If a student chooses not to disclose a disability or request accommodations upon entering Unity College, she or he may do so at a later date. However, for housing or ESA requests, incoming residential students must submit their request with their initial housing application. This request must be completed 60 days prior to the start of the semester for incoming students. Returning students must complete the accommodation request by March 1 (for fall semester) or November 1 (for spring semester). Submissions outside of deadlines fall under the discretion of the ADA Coordinator and will require a written appeal.

Once the request form is completed, it is the student’s responsibility to contact/meet with the appropriate college official as follows:

1) **Campus Housing Accommodations** - contact/meet with the Director of Residence Life/Assistant Dean of Student Affairs.
2) **Mobility Impairment Accommodations** – contact/meet with the ADA Coordinator
3) **Academic Accommodations** - contact/meet with the ADA Coordinator/Learning Specialist.

Unity College students with documented disabilities may receive assistance in a variety of ways, depending on the nature and extent of the limitations imposed by the disability or medical need. Accommodations are determined on a case-by-case basis; reasonable accommodations are determined after review of submitted documentation from medical and educational professionals, review of the student’s Disability Disclosure-Medical Form, and by on-going conversations among appropriate college officials. In each instance, requests must be supported by documentation.

*Please note: any release statement utilized by the Learning Resource Center is not a Family Educational Rights and Privacy Act (FERPA) release form and does not apply to releasing information to third parties not employed at the college. Contact The Unity College Registrar’s Office in Founders Hall for more information on FERPA.*

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