

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: AMERICANS WITH DISABILITIES ACT – COMPLIANCE	Original Issue Date: April 29, 2008	Policy #: 801
	Supersedes: June 1, 2022	Effective Date: May 30, 2023
Individuals/ Committees Consulted: ADA Committee Admissions & Promotions Curriculum	Reviewed & Approved by: Director, Office of Educational Services (OES) Faculty Organization SON Planning College Governance	Approved by: Provost, College of Nursing & Allied Health (Signature on file)

PURPOSE:

To provide equal educational opportunities to all Americans with Disabilities Act (ADA) qualified persons

DEFINITIONS:

Disability: to be covered by ADA an individual must meet at least one of the following criteria:

- Have a physical or mental impairment that substantially limits one or more major life activities e.g., caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working
- Have a record of such impairment
- Be regarded as having such impairment.

Qualified Student: A student with a disability who meets the skill, experience, education, and other requirements of the student role and who, with or without reasonable accommodation, can perform the essential functions.

Qualified Evaluator: A qualified evaluator cannot be the spouse of the candidate nor related to the candidate. The evaluator must have sufficient experience to be considered qualified to evaluate the existence of and proposed accommodations needed for specific learning disabilities. Guidelines for a qualified evaluator are listed below:

(a) For purposes of physical or mental disabilities, not including learning disabilities, the evaluator is a licensed physician or psychologist with expertise in the area of the disability.

(b) In the case of learning disabilities, a qualified evaluator is one of the following:

A licensed psychologist or physician who has experience working with adults with learning disabilities and who has training in all of the areas described below OR another professional who possesses a master's or doctorate degree in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling and who has training and experience in all of the areas described below:

- Assessing intellectual ability level and interpreting tests of such ability.
- Screening for cultural, emotional, and motivational factors.
- Assessing achievement level.
- Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing and mathematics.

Reasonable Accommodations: Arrangements for qualified students to enable them to

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perform the essential functions of a nursing student. Reasonable accommodations cannot impose an undue hardship on the College.

Essential Function Standards for School of Nursing Students: The essential capacities and attributes required for admission, progression and graduation from the College and are commensurate to those required to satisfactorily function as a registered nurse.

The College requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions satisfactorily. These skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers. Nursing Student Essential Function Standards are in the College Catalog.

Nursing students must meet these standards with or without reasonable accommodation for successful completion of the program.

ADA Coordinator: The College officer designated to coordinate ADA accommodation and compliance hearings.

ADA Compliance Committee: The selected group of faculty who gives a ruling on ADA accommodation and compliance hearings.

Director, OES: The College officer designated to first meet with the student seeking accommodations for a disability and to initiate the student's request with the ADA coordinator and committee.

Business Days: Monday through Thursday 0800-1630 for the School of Nursing (SON) and all other programs Monday through Friday 0800-1630, excluding college observed holidays.

POLICY:

The College does not discriminate against qualified persons with disabilities and complies with the 1990 Americans with Disabilities Act.

Department of Health Services (DHS) employees will follow the DHS ADA Policy and Procedure. Students with disabilities have the right to seek reasonable accommodations.

- Students must contact the Director, OES to initiate requests for reasonable accommodations.
- Timeline for submission of ADA application will vary when college is not in session.
- Students who receive accommodations are responsible for notifying Semester coordinators each semester, in writing with a letter provided by the Director, OES.

The **Director, OES** shall be available to:

- Advise students of their rights and responsibilities
- Assist students in the preparation of forms and documentation of disabilities.

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The **ADA Coordinator** is assigned by the Dean, School of Nursing and shall be a resource on strategies to accommodate disabled students.

The **ADA Compliance Committee** membership shall consist of:

- ADA Coordinator
- One faculty member from each semester/program

ADA Compliance Review Process: Determined on the basis of materials presented, whether the student's request for accommodation(s) is reasonable and does not impose undue hardship on the College. This determination shall be based upon:

- Documentation provided by the student regarding their disability from an evaluator with professional expertise in the related disability (educational psychologist, psychiatrist, etc.)
- Strategies to mediate the student's disability
- Essential Function Standards Required of Nursing Students
- Functional requirement of the clinical sites
- Safety of the student in the clinical sites
- Los Angeles General Medical Center Employee health clearance.

Confidentiality: At no time shall any information about a student's disability be shared with any person outside of the ADA Compliance process.

Students have the right to grieve violations of the ADA Compliance Policy.

The ADA Compliance Policy and the Grievance Hearing Coordinator contact information are published in the College Catalog.

PROCEDURE:

Dean, SON appoints annually:

- ADA Compliance Coordinator
- One faculty member from each semester/program to the ADA Compliance Committee.

Student:

- Schedules meeting with the Director, OES to request accommodations at the beginning of the nursing program or as soon as disability is identified
- Prepares a Request for ADA Accommodation form
- Submits original documentation of accommodation(s) from an evaluator to the Director, OES for review
- Requests accommodation each semester by providing semester/program coordinator with an ADA letter explaining accommodations from the Director, OES, if determined reasonable by the ADA Compliance Committee prior to start of each semester or as needed during the semester.

Director, OES:

- Assists student to prepare forms and documentation of disability to be presented to the ADA

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- Forwards the student's request for accommodations to the ADA Compliance Coordinator within three days of receiving request.
- Informs the student of the Committee's decision and provides a letter stating the approved accommodations if indicated within three days of receiving decision

ADA Compliance Coordinator: Chairs the ADA Committee

- Notifies designated faculty in writing of their membership annually
- Orients members to the ADA compliance process annually or as needed
- Provides copies of the ADA Compliance Policy and related forms as needed
- Schedules and conducts meeting within one week of receiving request for accommodations from the Director, OES
- Provides information and resources regarding accommodations to the ADA Compliance Committee
- Informs Director, OES of Committee's decision.

The ADA Compliance Committee:

- Reviews the student's request and supporting documentation for accommodations
- Discusses possible accommodations and resources available to meet the student's needs
- Determines if the request for accommodations is reasonable and does not impose an undue hardship on the College
- Approves or denies the student's request within one week of receipt while school is in session

PROCEDURE DOCUMENTATION:

Request for ADA

Accommodation Professional

documentation of disability ADA

Timeline

REFERENCES:

DHS Policy #189: Americans with Disabilities Act Compliance College Policy # 507: Nondiscrimination

California BRN - [Request for Accommodations](#)

College Catalog

School of Nursing Student Handbook

School of Nursing: Nursing Student Essential Function Standards

US Department of Labor - [Americans with Disabilities Act](#)US Department of Education - [Protecting Students with Disability Act](#)

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REVISIONS:

- April 29, 2008
- March 8, 2012
- September 8, 2016
- April 25, 2019
- June 1, 2022
- May 30, 2023