

ArtCenter at Night Disability Policy

As a part of ArtCenter College of Design, ArtCenter at Night is subject to the same Disability Policy. ArtCenter College of Design complies with the **Americans with Disabilities Act, Section 504 of the Rehabilitation Act**, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs and activities of the College.

It is the policy of the College that otherwise qualified students who have disabilities shall be given reasonable accommodation on a case-by-case basis, including academic adjustment and auxiliary aids where appropriate, to ensure access to the College's overall educational program. Decisions on accommodations are made upon consideration of the student's functional limitations but without compromising the College's academic standards. Individual students shall receive reasonable accommodation, including adjustment and aids, based on specific information and assessment data provided by a qualified professional. Students with disabilities should not wait until they are struggling with course work before notifying ArtCenter of their disability and seeking special accommodations. ACN faculty cannot provide accommodations without a written request from the Director, ArtCenter at Night. The Director, ArtCenter at Night should be notified of disabilities and requests for accommodations by the student during registration, or as soon as the student's need for accommodations become known to the student.

Definitions:

A person with a disability is any person who:

- has a physical or mental impairment which substantially limits one or more major life activities,
- has a record of such impairments,
- or is regarded as having such impairment.

Responsibilities of the Student

1. Identifying the Need for Accommodations

Students with disabilities requiring accommodations must make those needs known to the Director, ArtCenter at Night in the Public Programs office during registration or as soon as a disability becomes known. Students are responsible for making their needs known in a timely fashion and for providing current medical documentation for the review process.

In appropriate cases, evaluations may also need to be provided. It is in the student's best interest to make these arrangements with as much lead time as possible, as this will ensure that any accommodations determined necessary can be arranged prior to the beginning of the term. Please contact the Director, ArtCenter at Night at acn@artcenter.edu for forms, resources and deadline information.

Students not requiring accommodations do not need to make their disabilities known. The information on a student's disability and accommodations is treated as confidential information under applicable federal and state laws and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty members informed of a disability only receive information regarding accommodations at the student's request and are advised that this information is confidential.

In cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make a direct request to the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request to the Director, ArtCenter at Night

To schedule an appointment to meet with the Director, ArtCenter at Night, please contact the Public Programs office at 626 396-2319 or acn@artcenter.edu.

2. Accommodations

The College will provide reasonable accommodations, including academic adjustments and auxiliary aids, in a timely manner to ensure that students with disabilities have access to the College's services, programs and activities. Accommodations will not be provided if they fundamentally alter the nature of the course or program, or if they would be unduly burdensome either financially or administratively. In general, the Director, ArtCenter at Night will request professional documentation, verify the disability, identify reasonable accommodations and inform a student's faculty members of the reasonable accommodations required. The faculty member will review the accommodations recommended and, if needed, verify understanding and agreement with the Director, ArtCenter at Night or the student. Students requesting accommodations should identify their needs as early as possible to the Director, ArtCenter at Night, as this will ensure that any needed accommodations can be arranged prior to the start of the term. While attending the College, students are not required to disclose information about the nature of their disability to faculty members. In fact, this information is kept confidential unless the student elects to share the specifics of their disability on their own or the student signs an authorization for a release of information, requesting information sharing with another person or organization.

3. Verification of Physical or Psychological Disability

A student with a physical or psychological disability must provide professional verification documentation certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist or other professional health care provider who is qualified in the diagnosis of the disability, is not related to the student and is not an employee of the College. The verification documentation must reflect the student's present level of functioning of the major life activity affected by the disability and must provide data supporting the request for the particular adjustment sought. The student shall provide the verification documentation to the Director, ArtCenter at Night. The cost of obtaining the professional documentation shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, ArtCenter shall have the discretion to require supplemental assessment of a physical or psychological disability. The cost of and responsibility for the supplemental assessment shall be borne by the student.

4. Verification of Learning Disability

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. The cost of and responsibility for obtaining the professional verification shall be borne by the student.

Documentation verifying the learning disability must:

- Be prepared by a professional qualified to diagnose a learning disability, including, but not limited to, a licensed physician, learning disability specialist or psychologist who is neither related to the student nor is an employee of the College.
- Include the testing procedures followed, the instruments used to assess the disability, the test results and a written interpretation of the test results by the professional.
- Reflect the individual's present level of academic functioning.
- Reflect the individual's present level of functioning in the areas of aptitude and processing skills.

The documentation must provide data supporting the request for the particular academic adjustment sought. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at his or her expense.

If the College requires an additional assessment for purposes of obtaining a second professional opinion, as opposed to a supplemental assessment, then the College shall bear any cost not covered by any third-party payer.

5. Verification of Temporary Disability

Students seeking accommodations based on a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions, is not related to the student and is not an employee of the College. The documentation of the disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining the professional verification documentation shall be borne by the student. If the initial documentation is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, ArtCenter shall have the discretion to require supplemental assessment of the temporary disability. The cost of the supplemental assessment shall be borne by the student.

Pets and other animals are restricted on Art Center's Campus with the exception of service and support animals as defined by the Americans with Disabilities Act (ADA). Individuals who work with service and support animals shall not be excluded from Art Center's facilities or activities.

A. Types of Service Animals Permitted on Campus

These guidelines have been developed with the understanding that most service animals working on the college campus will be dogs. Types of service animals might include:

- **Guide Dog:** A dog trained to provide mobility assistance for individuals with severe visual impairments or who are blind.
- **Hearing Dog:** A dog trained to alert deaf or hard of hearing individuals by signaling the occurrence of important sounds (e.g., door bells, smoke alarms).
- **Service Dog:** A dog trained to assist an individual who has some kind of confirmed mobility or health disability. Types of duties the dog may perform including carrying or fetching objects, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, or alerting other people for additional assistance.

B. Types of Support Animals Permitted on Campus

Support Animals are utilized by individuals with disabilities for support or assistance, but do not meet the ADA criteria for Service Animal. Types of support animals might include emotional support animals or seizure response animals. Support Animals will only be allowed on Art Center's campus on a case-by-case basis, determined by the Director of the ArtCenter at Night program.

C. Responsibilities of Persons with Disabilities Using Service Animals on Campus

Individuals with disabilities, including regular visitors, who utilize service animals on campus grounds, should complete an Animal Registration Form with the Director of the ArtCenter at Night program.

Before bringing a support animal onto campus grounds, the requesting individual must submit appropriate documentation. Requests to have a support animal on campus for disability accommodation purposes will be evaluated by the Disability Services Coordinator.

Registering a Service Animal on Campus or Requesting a Support Animal on Campus requires:

- **Animal Registration Form** (obtained through the ArtCenter at Night, Director)
- **Medical documentation** from a licensed physician, psychologist, rehabilitation counselor, occupational therapist or other professional health care provider stating their diagnosis of student and opinion regarding the need for a support animal. The cost of obtaining the professional documentation shall be borne by the student.
- Current documentation of animal's health and vaccinations.

Owners are responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well being of a service/support animal are the sole responsibility of the owner at all times. Service/Support animals on campus must:

- **Meet Legal Requirements:** All requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances must be followed, including but not limited to a. For dogs only, a Los Angeles County Animal Services Dog License, updated yearly.
- **Be under Control of Owner:** The owner must be in full control of the animal at all times. Reasonable behavior is expected from service animals while on campus. If a service dog/support animal, for example, exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation.
- **Adhere to Cleanup Rule:** The owner must follow local clean-up ordinances when the animal defecates or urinates or creates any other kind of mess. Individuals with disabilities who physically cannot clean up after their own service animal may not be required to pick up and dispose of animal waste.

D. Areas Off-Limits to Service and Support Animals

The college must allow a service animal to accompany the individual with a disability at all times and everywhere on campus except where service/support animals are specifically prohibited. The following areas are generally **off limits** to service and support animals:

- **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service/support animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- **Areas Where Protective Clothing is Necessary:** Any room where protective gear or clothing is worn is off-limits to service/support animals. Examples impacting students include but are not limited to all shops and rooms with equipment including the metal shops, wood shops and machine shops, and spray booths.
- **Areas Where There is a Danger to the Service Animal:** Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g. molten metal or glass); where there is a high level of dust; where there are harmful chemicals or materials; or where there is moving machinery is off-limits to service/support animals.
- **Food Service Areas:** The Cafeteria where food is prepared and served to others will be off limits to service/support animals. Service animals fulfilling specific tasks for an owner may be permitted in strictly limited capacities in the areas where food is purchased before consumption.

E. Removal/Relocation of Service and Support Animals

Service and Support Animals may be ordered removed by campus security or an animal control officer for the following reasons:

- **Disruption:** An owner may be directed to remove an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself, jumping up on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal into any of the college's facilities until the owner can successfully demonstrate having taken significant steps to mitigate the behavior and control future behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from College facilities.
- **Ill health:** Animals who are ill should not be taken into public areas. An owner with an ill animal may be asked to leave college facilities.
- **Uncleanliness:** Owners must ensure that their animals are kept clean and well groomed. Owners with animals that are excessively unclean (e.g., flea-infested, foul-smelling and/or shedding excessively) may be asked to leave college facilities.