

Accessibility Services

Documentation

Documentation contributes to the Coordinator's knowledge of the student's disability as it relates to their experience at Coe. Documentation allows for a medical professional to explain how a diagnosed disability limits major life functions and provide suggestions for accommodations that may help the coordinator determine what steps are needed to ensure educational access.

- Should be from a licensed provider specializing in the field of diagnosis and unrelated to the requesting student
- Should state the disability's impact on major life functions
- May include testing and outcomes (recommended)
- May include suggestions of reasonable accommodations

Insufficient documentation:

- Prescriptions or prescription documents
- Summary of visit or notes from health chart
- A statement that excludes diagnosis and impact on major life functions
- Providers outside of student's home state or the state of Iowa or providers outside the student's home country or the United States
- Documentation that does not indicate disability status

This is not a comprehensive list. What is considered sufficient documentation depends on the request, the diagnosis, self-report, and the outcome of the interactive discussion process between the Accessibility Services Coordinator and the student.

Examples of Accommodations

Academic accommodations may include modifications to curriculum or coursework that does not change the fundamental requirements of the course. Accommodations are made in consultation with the student based on academic barriers, educational history, and diagnosis of disability, and--when necessary--in consultation with faculty to ensure the accommodations are appropriate to the course.

- Extended time on exams and quizzes
- Breaks during classes or exams
- Ability to access food/drinks during exams or class

- Audiobooks, screen readers, or other assistive technology
- Use of note taking software
- Alternative format exams

And other accommodations specific to student needs.

Once the coordinator has approved reasonable accommodations, the Office of Accessibility Services will send letters out to appropriate faculty to facilitate accommodations. These letters must be signed by the student and the faculty member and returned to the Office of Accessibility Services to be considered approved for the semester.

Note: All Coe students have the opportunity to work with tutors, supplemental instruction leaders, writing and speaking consultants, and executive function coaches. These services are provided through our Peer Education Leader programs in the Learning Commons. To learn more about these programs, please visit the [Learning Commons](#).

Housing

Coe is a four-year residential campus and encourages all students with documented disabilities to apply for appropriate housing. Coe's accommodated housing selection process begins in January. Students will be notified by email about the beginning of the process by Housing before leaving for winter break. The deadline for the accommodated housing process is crucial in order for the Accessibility Services Coordinator to review applications and for Housing to place approved applicants before the general housing process begins.

If students do not meet the deadline, they may still submit a housing application. If approved, they will be added to a waitlist. If housing becomes available that meets their documented needs, they will be offered the new space. **All applicants are required to complete a housing application and complete the general process, even if they are in the accommodated housing process, unless they are offered and confirm a placement with Residence Life.**

Note:

- With hard surfaces and flooring, our dorms are designed to be low-allergen
- All shared spaces are professionally cleaned on a regular basis
- All students have the option of choosing their own roommate(s)
- Coe has a limited number of single rooms. Single room requests are evaluated closely and approved when they ensure equal access for a student's education. No specific diagnosis ensures a single room accommodation.

Off-Campus Requests

As a four-year residential campus, Coe offers a variety of housing options, including dorms, apartments, and houses that can meet students' needs. Generally, apartments and houses are reserved for students in their fourth years. First, second, and third year students are accommodated in residences that they would reasonably be able to select into based on their cumulative credits. Applications for off campus housing based on documented disability will go through our accommodated housing process. Students with requests that can be met with on-campus living arrangements will be offered an on-campus space that meets their needs.

All off-campus housing requests will go through the Off-Campus Housing Committee. If an off-campus request is made based on a documented disability, submit documentation to accessibility@coe.edu. The Accessibility Services Coordinator will verify to the committee if documentation was received. If the request can be met in on-campus housing, the request for off-campus may be denied and an on-campus space will be provided when available. **All students requesting off-campus housing are required to complete a housing application and go through the general process, unless they are offered and confirm a placement with Residence Life.**

Emotional Support Animals

Accessibility Services shall determine on a case-by-case basis of whether the presence of an ESA is reasonable. A request for an ESA may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters college housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including college property.

Coe may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with ESAs:

- a. The size of the animal is too large for available assigned housing space;
- b. The animal's presence would force another individual from individual housing (e.g. serious allergies);
- c. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
- d. The animal is not housebroken or is unable to live with others in a reasonable manner;
- e. The animal poses health risks from zoonotic diseases or safety concerns regarding containment that cannot be sufficiently mitigated for inclusion in the communal living setting;
- f. The animal's vaccinations are not up-to-date;
- g. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or

- h. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear;
- i. The animal is not at least twelve months old and has had a relationship with the owner for a minimum of one year

Coe will not limit room assignments for individuals with ESAs to any particular building or buildings because the individual needs an ESA because of a disability

ESA Application and Procedure

Emotional Support Animals are a category of assistance animal that provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA and Coe's Service Animal Policy.

The question in determining if an ESA will be allowed in college housing is whether or not the ESA is necessary because of the individual's disability to afford the individual an equal opportunity to use and enjoy college housing and its presence in college housing is reasonable. However, even if the individual with a disability establishes necessity for an ESA and it is allowed in college housing, an ESA is not permitted in other areas of the college (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, student union, etc.). **ESAs are not pets.**

ESAs, including service animals, may not reside in college housing without prior notification and registration. Documents required for review of requests for ESAs in college housing must include the following:

- A. Documentation of Medical and/or Psychological Conditions by a licensed healthcare professional within the state of Iowa or the requester's documented home state.
 - a. The form should include information specifically addressing:
 - i. the nature of the proposed owner's disability,
 - ii. the date[s] of the medical diagnosis and prescription for such an animal,
 - iii. how the animal is necessary to provide the proposed owner access to Coe College's housing program, and
 - iv. the relationship between the disability and the assistance the animal provides.
- B. A written request from the prospective owner explaining:
 - a. the need for the animal
 - b. how the animal supports the student and alleviates one or more symptoms of the student's disability
 - c. the type of animal

- d. the date when the animal will be brought to campus
- e. description of the animal (e.g. weight, breed, etc.), whether the animal is housebroken, the animal's name, and photograph of the animal and owner.
- f. because of the Covid-19 pandemic, the application must also include the owner's plan for the animal's care in case of quarantine. Animals cannot be cared for by other students.

If the request is approved, the student will be required to sign an agreement with Student Life agreeing to the care of the animal in college housing. All roommates must also sign the agreement, verifying that they agree to the arrangement.

Prospective owners should be aware that it may take up to two weeks for requests to be reviewed. Insufficient documentation may result in accommodation delays or denial. No documentation showing the disability or disability-related need for an ESA is required if the disability or disability-related need is readily apparent or already known to the College.

For more information about Coe's emotional support animal policy, please visit the [Coe College Student Handbook](#).