

## **Resolution Agreement #05-18-2206**

### **Mid-America College of Funeral Service**

The U.S. Department of Education, Office for Civil Rights (OCR), and Mid-America College of Funeral Service (College) enter into the following agreement in the above-referenced complaint. This agreement does not constitute an admission of liability, non-compliance, or wrongdoing by the College. The College assures OCR that it will take the following actions to comply with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, and its implementing regulation at 34 C.F.R. Part 104.

1. By December 1, 2018, the College will develop and publish policies and procedures under which students with disabilities may request academic adjustments or policy modifications. The policies and procedures will specify what information students must provide and to whom it must be provided, and will indicate that upon receipt of such information, the College will engage in an interactive process with the student to identify the necessary academic adjustments and/or policy modifications.

**REPORTING REQUIREMENT:** By December 15, 2018, the College will provide OCR its revised policies and procedures and document that they have been published in College documents and on the College's website.

2. By February 1, 2019, the College will provide training on the revised policies and procedures referenced in Item #1 for all College personnel who have responsibility to implement the revised policies and procedures.

**REPORTING REQUIREMENT:** By February 15, 2019, the College will submit to OCR documentation verifying that it has implemented Item #2 of the Agreement.

3. By December 1, 2018, the College will designate a sufficiently-trained individual to coordinate its compliance with Section 504 and will notify all students and employees of the identity, address, telephone number, and email address of the individual the College has designated as its Section 504 Coordinator. The College will also add the Section 504 Coordinator's name and contact information to all relevant documents, including, but not limited to, the Student Handbook and the College's website.

**REPORTING REQUIREMENT:** By December 15, 2018, the College will submit to OCR documentation verifying that it has implemented Item #3 of the Agreement.

4. By December 1, 2018, the College will extend to the student who was the subject of this complaint (Student A) an offer of readmission for the quarter to begin in January 2019. If Student A accepts the offer of readmission, the College will invite Student A to provide documentation of her disabilities and to request academic adjustments and/or policy modifications. If Student A makes such a request, the College will complete an interactive process with her to consider her request and to identify the necessary academic adjustments and/or policy modifications for Student A, then will implement the academic adjustments and/or policy modifications beginning in the January quarter.

**REPORTING REQUIREMENT:** By December 15, 2018, the College will submit to OCR documentation verifying that it has made the offer of readmission and of Student A's response. By February 15, 2019, if applicable, the College will provide OCR with documentation of the completion of the interactive process and documentation of the determinations, and the reason(s) for the determinations, made during the process.

The College understands that by signing this Agreement, it agrees to provide the foregoing information in a timely manner in accordance with the reporting requirements of this Agreement. Further, the College understands that, during the monitoring of this Agreement, OCR may visit the College, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504 regulations, at 34 C.F.R. Part 104, which were at issue in this case. Upon completion of the obligations under this Agreement, OCR shall close and dismiss this case.

The College understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement, OCR shall give the College written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

This Agreement will become effective immediately upon the signature of the College's representative below.

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President or designee

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Date