

PROCEDURE TITLE:	ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
PROCEDURE NO.:	5.01:6
RELATED POLICY:	5.01
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	ADA COORDINATORS FOR STUDENTS
EFFECTIVE DATE:	09/15/14
NEXT REVIEW DATE:	09/15/16
APPROVED BY:	PRESIDENT

1.0 PURPOSE

1.1 This procedure serves to implement the provisions of Policy 5.01, Equal Opportunity and Non-Discrimination/Harassment by identifying a process for students with disabilities to obtain reasonable accommodations in the classroom and other educational settings.

2.0 DEFINITIONS

2.1 Disability: An individual with a disability is an individual who has a physical or mental impairment that substantially limits one (1) or more major life activities; has a record of such impairment; or is regarded as having such impairment.

2.2 Reasonable accommodation: With respect to education, a modification or adjustment to an academic program or activity that enables a student to meet essential elements of the academic program. Such accommodation is required unless it causes undue hardship on the academic unit or other University areas, or poses a direct threat to the health and safety of the individual or others.

2.3 Student with a qualified disability: With respect to education, a student with a qualified disability is a person with a disability who meets the academic and technical standards for admission or participation in a particular educational program or activity with or without accommodation.

- 2.4 Undue hardship: Any accommodation that is substantially disruptive, administratively burdensome, unduly costly to the University, or that would fundamentally alter the nature, operations, or requirements of the educational program or activity.

3.0 OFFICE OF DISABILITY SERVICES

- 3.1 The Office of Disability Services is responsible for ensuring application of a fair and consistent process for providing reasonable accommodations for students with qualified disabilities. The Office of Disability Services will interact with students, faculty, and staff to facilitate communication and to coordinate accommodation and services for students with qualified disabilities and to resolve disputes.

4.0 ESTABLISHING A QUALIFIED DISABILITY

- 4.1 Scheduling an Appointment. Students with disabilities must first establish that they have a qualified disability by scheduling an appointment with the Office of Disability Services (ODS) for an intake meeting with an ADA Coordinator. (See [How to Request Accommodations](#) for contact information and an Application for Services.) Students are encouraged to make this appointment as soon as possible upon enrollment with the University.
- 4.2 Intake Meeting. Students must bring the following documents to the intake meeting: 1) a completed Application for Services form (See [How to Request Accommodations](#) for copy of form) and documentation to support their qualified disability. Supporting documentation should include any or all of the following:
- 4.2.1 Last IEP/504 Plan from high school
 - 4.2.2 Recent psychological evaluation
 - 4.2.3 Letter from physician documenting the disability which includes date, diagnosis, severity and recommendation for accommodations.

- 4.3 A copy of the student's approved documentation and intake form will be retained in the ODS. This documentation will also serve as a reference to identify future reasonable accommodations.
- 4.4 Students whose documentation is approved will be considered to have a qualified disability and eligible for future reasonable accommodations.
- 4.5 If the ADA Coordinator determines that the student's documentation does not indicate a qualified disability, the student will not be approved for any academic accommodations.

5.0 REASONABLE ACCOMMODATION PROCESS

- 5.1 At the beginning of each semester, approved students with a qualified disability are responsible for initiating the accommodation process by scheduling a meeting with an ADA Coordinator and completing an Application for Services form. The meeting should be scheduled no later than the end of the second week of classes.
- 5.2 The ODS will work with students to find reasonable and appropriate academic accommodations. Accommodations will be based, in part, on the documentation provided during the intake review process. Depending upon the nature of the disability and academic program, an ADA Coordinator may need to interact with students and faculty to facilitate communication in order to identify and coordinate accommodations. Requests that seek to change or modify a program's requirements will necessarily involve faculty and academic administrators to determine whether a reasonable accommodation can be identified. Accommodations that affect specific requirements of a course, such as a clinical internship, may take additional time.
- 5.3 If an accommodation is approved, the ADA Coordinator will provide the student with Notice of Approved Accommodation letters for each enrolled course. The student is then responsible for hand-delivering a hard copy of the letter to each faculty member or instructor. If the student fails to provide the accommodation letter, the student will not be entitled to the identified accommodation for that course.

5.4 If the student and the ADA Coordinator and other University officials cannot agree or identify a reasonable accommodation, the ODS will notify the student in writing that the accommodation request has been denied.

6.0 APPEAL OF DENIED ACCOMMODATION

6.1 If a student believes that a reasonable accommodation was improperly denied, the student may appeal the ADA Coordinator's decision to the Dean of University College. Such request must be made within seven calendar days of the date of the notice of denial.

History

Effective: 09/15/14