

PROCEDURE TITLE:	ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
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RELATED POLICY:	5.01REV
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RESPONSIBLE ADMINISTRATOR(S):	OFFICE OF ACCESSIBILITY COORDINATORS
EFFECTIVE DATE:	12/16/16
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APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

This procedure serves to implement the provisions of Policy 5.01, Non-Discrimination/Sexual Harassment by identifying a process for students with physical and learning related disabilities to obtain reasonable accommodations with access to services, programs and activities that allow identified students with disabilities to participate in all facets of University life.

## 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: (Academic) 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 Reasonable accommodation (Non-academic) The University strives to provide accessible facilities for each student to be as independent as possible. Whenever possible (with timely notice), physical and mobility issues will be addressed. Support includes, but is not limited to, University residential housing, parking for disabled, and food allergies.
- 2.4 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.
- 2.5 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 ACCESSIBILITY SERVICES

The Office of Accessibility Services (OAS) is responsible for ensuring application of a fair and consistent process for providing reasonable accommodation for students with qualified disabilities. The Office of Accessibility Service Coordinators will interact with students, faculty, administrators 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 FOR ACADEMIC ACCOMMODATIONS

- 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 Accessibility Services (OAS) for an intake meeting with an OAS Coordinator. (See [How to Request Accommodations](#) for contact information and an Application for Services.) Students should 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 a copy of the 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 OAS. 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 accommodation.
- 4.5 If the OAS 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 PROCESS FOR REASONABLE ACADEMIC AND NON-ACADEMIC ACCOMODATIONS

### 5.1 Academic Accommodation

- 5.1.1 At the beginning of each semester, approved students with a qualified academic disability are responsible for initiating the accommodation process by scheduling a meeting with an OAS Coordinator and completing an Application for Services form. The meeting should be scheduled no later than the end of the second week of classes.
- 5.1.2 The OAS 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 OAS 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.
- 5.1.3 If an academic accommodation is approved, the OAS 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 a hard copy delivery is not possible or practical, the student should immediately notify the OAS Coordinator. If the student fails to provide the accommodation letter or fails to inform the OAS Coordinator of a problem with delivery, the student will not be entitled to the identified accommodation for that course.

### 5.2 Non-Academic Accommodation

- 5.2.1. A student requesting a non-academic accommodation needs to provide documentation documenting the non-academic disability which includes date, diagnosis, severity and recommendation for accommodations. Students should request these accommodations in a timely manner to provide the University with time to review and identify the best accommodations to meet the needs of the students (three weeks prior to semester start is suggested). Depending upon the nature of the non-academic disability, an OAS Coordinator may need to interact with staff with Housing & Residence Life or other University offices to facilitate communication in order to identify and coordinate accommodations.

5.2.2 If a non-academic accommodation is approved, the OAS Coordinator will forward the request to the appropriate office administrator (i.e Housing & Residence Life, food service, Facilities). The student will be provided the name and contact information of the office and supervisor in charge of the non-academic area and the accommodations that office is providing. The OAS coordinator will follow up with the appropriate office in a timely manner to ensure the accommodation need has been addressed.

5.3 If the student and the OAS Coordinator and other University officials cannot agree or identify a reasonable accommodation, the Office of Accessibility Services (coordinators) will notify the student in writing that the accommodation request has been denied.

## 6.0 APPEAL OF DENIED ACCOMMODATION

If a student believes that a reasonable accommodation was improperly denied, the student may appeal the OAS Coordinator's decision to the Director of Advising and Academic Resources. Such request must be in writing with reasons for support, and made within seven calendar days of the date of the notice of denial.

### History

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Revised: 12/16/16; 10/14/16