

PROCEDURE TITLE:	ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
PROCEDURE NO.:	5.01:6
RELATED POLICY:	5.01REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR:	DEAN OF STUDENTS
EFFECTIVE DATE:	03/13/2024
NEXT REVIEW DATE:	03/2027
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/or mental (including learning-related) disabilities to obtain reasonable accommodations with access to services, programs and activities that allow them to participate in all facets of University life. Specific standards and procedures pertaining to service animals and emotional support animals are addressed in Policy 5.43 and Procedure 5.43:1.

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 or more major life activities; has a record of such impairment; or is regarded as having such impairment.
- 2.2 Reasonable accommodation: action by the University that is individualized to a student's needs and which is aimed to eliminate or reduce physical or instructional barriers to learning. A reasonable accommodation may involve modification or adjustment to an academic program or activity that enables a student to meet essential elements of the academic program. Students with disabilities are entitled to a reasonable accommodation unless it causes undue hardship (as defined below) on the academic unit or other University operations, or poses a direct threat to the health and safety of the individual or others.
- 2.3 Student with a qualified disability: 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 reasonable 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 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 Coordinator(s) will interact with students, faculty, administrators and staff to facilitate communication, coordinate accommodations and services for students with qualified disabilities, and 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 or after the potential need for an accommodation becomes known.

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 may 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, duration, and recommendation for accommodations.

4.2.4 The University is not required to lower or substantially modify its standards to accommodate a student or applicant with a disability. Students who received accommodations for disability in high school, through an IEP or otherwise, should be mindful that the standard for accommodations in higher education is different than the standard in elementary and secondary school, and the University may not be required to provide the same 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 As part of its interactive process with the students, the OAS Coordinator may request that the student consent to allowing the Coordinator to communicate with

the student's health or mental health care provider, to obtain more information about the student's limitations and discuss potential accommodations. The Coordinator shall not communicate with a provider unless the student has signed a consent form compliant with the Health Insurance Portability and Accountability Act (HIPAA).

- 4.5 Students whose documentation is approved will be considered to have a qualified disability and eligible for reasonable accommodation.
- 4.6 If the OAS Coordinator determines that the student's documentation does not indicate a qualified disability, the student will not be approved for an accommodation.

5.0 PROCESS FOR REASONABLE ACADEMIC AND NON-ACADEMIC ACCOMODATIONS

5.1 Academic Accommodation

- 5.1.1 At the end of each semester, the OAS Coordinator will send each student receiving accommodations a renewal form for the following semester. Submission of the renewal form that has been completed in its entirety will renew the student's plan for the next semester. Any request for modification to an existing accommodation must be accompanied by appropriate documentation and may require a meeting with the OAS Coordinator.
- 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 communicate with students and faculty 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 or other experiential coursework, may take additional time.
- 5.1.3 If an academic accommodation is approved, the OAS Coordinator will supply the student and each of the faculty with documentation of approved accommodations.

5.2 Non-Academic Accommodation

- 5.2.1 A student requesting a non-academic accommodation needs to provide documentation of the non-academic disability which includes date,

diagnosis, severity, duration, 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 (e.g., 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 Counseling. Such request must be in writing with reasons for support, and made within seven calendar days of the date of the notice of denial. The Director of Counseling will review the request and other relevant documentation, and will affirm the OAS's decision, reverse the OAS's decision, or remand the matter to the OAS with instructions for the Office to consider additional information. The appeal decision of the Director of Counseling shall be final.

History

Effective: 09/15/14

Revised: 03/13/24; 12/16/16; 10/14/16