



## **Student Disability Accommodation Policy and Procedure**

*“The University of Pikeville is committed to ensuring equitable access to educational opportunities for persons with disabilities.”*

### **Purpose**

The university is committed to providing equal educational opportunities and full participation for persons with disabilities. The Disability Resource Center supports the university’s commitment by coordinating accommodations so that every student with disabilities can actively participate in all facets of the educational experience. These services are provided in accordance with the Americans with Disabilities Act as amended in 2008 (ADA) and Section 504 of the Rehabilitation Act of 1973. As such, the university is dedicated to empowering students to be confident, self-advocates for their own accommodation needs.

### **Scope**

The Student Disability Accommodation Policy and Procedure is for all qualified students with a permanent or temporary disability at University of Pikeville, including Kentucky College of Osteopathic Medicine and Kentucky College of Optometry, collectively the (“university”). The policy applies to all types of students – undergraduate, graduate and health professions, degree-seeking and non-degree seeking, full-time and part-time. Only students that self-identify as having a qualified disability and seeking accommodation through the Disability Resource Center are eligible. Students who have been accepted but have not yet enrolled may also access this policy. Applicants for admission are also covered under this policy for accommodations needed in the admissions process.

The Student Disability Accommodation Policy and Procedure defines the process for eligible students to seek reasonable accommodations in any of the university’s programs and activities. Students engaged in academic work off site should contact the Disability Resource Center to facilitate reasonable accommodations for the off-site location.

### **Definitions**

The following terms are applied by the university in accordance with federal law and relevant regulations:

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**Accommodations** are defined as any reasonable adjustment required for a student to have equal access to the university's programs and activities. Examples of accommodations include, but are not limited to:

- Extended time for completion of assessments and assignments
- Distraction-reduced locations for assessments
- Classroom and laboratory accommodations
- Accessible housing, parking and building access
- Note-takers, readers and scribes
- Communication with faculty, advisors, and other university officials regarding student needs/concerns
- Assistance obtaining alternate format textbooks and identification of other assistive technology needs
- Referral for additional services
- Temporary accommodations for acute injuries

Accommodations do not include:

- Substantial modifications to academic standards
- Personal aids/devices
- Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement
- Modifications or adjustments that result in undue hardship on the university, considering the nature, cost, and impact of the accommodation

**Disability** is a physical or mental impairment that substantially limits one or more major life activities.

### **Policy**

The university is committed to providing qualified students with disabilities, reasonable accommodation based upon relevant law, the university's educational standards, and sound ethical practice in disability resources. Retaliation, discrimination, or harassment directed at an individual requesting an accommodation based upon a disability is strictly prohibited.

Decisions regarding the qualification of a student and what constitutes a reasonable accommodation falls solely within the Disability Resource Center. Accommodations are considered on a case-by-case basis pursuant to an interactive process between the Disability Resource Center and the student. In addition to academic accommodation, the Disability Resource Center makes accommodation determinations for other university programs and activities, such as parking, residence life, and student activities.

## **Procedure for Requesting Accommodations**

In order to receive an accommodation, a student must initiate contact with the Disability Resource Center to identify disability-related barriers. The student must also submit a request that explains the need for the accommodation and may include a specific accommodation request. The request must be submitted with adequate time for it to be considered and a determination of eligibility made. If a student chooses not to disclose a disability to the Disability Resource Center or if a student requests that letters of accommodation are not sent to faculty members, retroactive accommodations will not be granted. If an accommodation is granted, the Disability Resource Center will issue a letter to those that have a need to know in order to implement the accommodation.

## **Documentation of Disability and Need for Accommodation**

Students have the right to choose whether they will identify themselves as having a disability, but disclosure must occur in order for the student to receive an accommodation. The student is responsible for providing all diagnostic information to sufficiently support the existence of disability and need for reasonable accommodation. The Disability Resource Center is solely responsible for determining whether a disability or need for accommodation has been adequately supported with documentation.

Information regarding the student's disability must be in writing and provided by a qualified professional, including but not limited to, physician, educational diagnostician, learning disability specialist, or mental health professional. Further information regarding documentation and verification can be obtained from the Disability Resource Center.

## **Timing**

Students should make accommodation requests as far in advance as practicable for the relevant course, assessment, activity or program. When possible, it is recommended that new students entering the university submit information related to the disability at least six (6) weeks prior to enrollment so that reasonable accommodation can be arranged and delivered in a timely fashion. However, students have the right to request reasonable accommodation at any time during their academic career at the university.

Requests for housing-related accommodations generally must be made within the time limits established by the housing selection process. Additional guidance regarding housing-related accommodations can be provided by Student Affairs/Residential Life.

Undergraduate students must renew accommodation requests each semester; however Graduate and Health Professions students' accommodations remain in place for the duration of their education. In some instances, updated documentation or additional information may be required.

## **Accommodation Determinations**

The Disability Resource Center will consider the request and the documentation provided by the student, consult with faculty and/or other university officials as needed and determine whether and which accommodations to approve. Once accommodations have been determined, Disability Resource Center staff will meet with the student to review their rights and responsibilities. For academic accommodations, individual letters will be provided for each faculty member or appropriate school official summarizing the approved accommodation(s). Students are then responsible for any necessary communication with school officials regarding the accommodation(s).

The student may request a review of accommodations at any time during the semester; however, revisions may require additional documentation. If a student encounters any problems with the implementation of an accommodation, the student should contact the Disability Resource Center.

## **Confidentiality**

All information provided relating to the diagnosis, documentation, or accommodation of a disability is considered confidential and will not become part of any other student record. The Disability Resource Center will have access to all disability records and may arrange access for other authorized university officials in the event of a necessity. Disability information is only released in confidence to university officials who have an educational need to know.

All documents supporting a disability on file with the Disability Resource Center will be retained and destroyed in accordance with Kentucky law.

## **Appeals**

Students who have requested an accommodation(s) which was partially or fully denied in accordance with this policy, may submit a written appeal to the Dean of Student Success. The written appeal must be submitted to the Dean via email or in person within ten (10) business days of the denial, must explain the basis for the appeal, and must include all paperwork originally submitted to the Disability Resource Center, although additional documentation may also be requested for review.

During any appeal process, the student shall continue to receive any reasonable accommodation that has previously been granted. A decision regarding an appeal will be issued within ten (10) business days of receipt of all documentation.

*General Disclaimer:*

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*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*