

***Cleveland State University
Handbook for
Students with Disabilities***

***Cleveland State University
Office of Disability Services
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Cleveland State University Handbook for Students with Disabilities

Introduction	
Purpose	3
Enabling Legislation	3
Non-Discrimination	
Equal Access/Equal Opportunity	
Our Mission	4
Your Rights as A Student	4
Student Responsibilities	5
Office of Disability Services Procedures	
Admission to Cleveland State University	6
The Accommodation Process	6
Requests for Accommodations	
Eligibility	
Documentation Criteria	
Confidentiality	
Memos for Professors	
Common Academic Adjustments and Accommodations	9
Exam Modifications	
Notetaking	
Alternatives to regular text	
Attendance	
Requests for Sign Language Interpreters	
Service Animals	
Personal Care Attendants	
Adaptive Technology	
Other Accommodation Needs	13
Internships, Fieldwork, and Other Non-classroom Learning Experiences	
Student Employees with Disabilities	
Campus Activities	
Housing Accommodations	
Temporary Disabilities	
Parking	
Grievances	15
Appendix A	

Cleveland State University Handbook for Students with Disabilities

Purpose

This handbook has been developed as a resource for students with disabilities. It contains information regarding the policies and operating procedures of the Office of Disability Services (ODS). It also includes information on some disabling conditions and a variety of technological solutions frequently used by students. ODS determines the eligibility for services as well as the needed accommodations of students who have disability-related needs. The terms “accommodations” and “academic adjustments” are used interchangeably in this guide.

The ODS office staff will work collaboratively with faculty, staff and administrators to make this process as clear as possible for everyone involved. Students who wish to seek accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 should contact the **Office of Disability Services at (216) 687-2015** for information or to initiate that request. The process, from the time of a student’s initial request for academic adjustments, accommodations, and/or auxiliary aids and services to the final determination of the adjustments and aids that will be provided will be coordinated and led by the Office of Disability Services.

Enabling Legislation

Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran, Vietnam-era veteran or other protected veteran status.

Cleveland State University (CSU) is committed to providing an equal opportunity to all persons. The Office of Disability Services is designed to address the personal and academic issues of students and other persons with disabilities who participate in university programs and activities. A wide range of services is offered. Students receive such assistance until they graduate. The Cleveland State campus is largely accessible, and many of our renovated areas are barrier free.

The Office of Disability Services (ODS) provides assistance to both students and faculty in accommodating students with disabilities. This office serves as the primary resource for all student issues related to the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. The office has a long history, dating before both the ADA and the Rehabilitation Act. It was

created in 1970 to serve the needs of a growing number of students with disabilities on campus.

Inquiries concerning implementation of the above policy and compliance with relevant statutory requirements, including, inter alia, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 may be directed to Maria J. Codinach, Director of the Affirmative Action Office, Administration Center, Room 236; (216) 687-2223.

Our Mission

The mission of the Office of Disability Services is to provide leadership in fostering an environment that supports the full participation by all individuals in the campus community.

We support the educational experiences of persons with disabilities in all areas of campus life by advocating for continuous improvement in access of our facilities, programs, and services.

We educate the university community on issues regarding policies, procedures, and laws that impact persons with disabilities and affect their involvement at Cleveland State University.

We encourage the full development of persons with disabilities and seek to prepare them to lead satisfying and productive lives.

Your Rights as a Student

A student with a disability has the right to obtain timely, reasonable accommodation of his/her disability in order to have the same opportunity for success enjoyed by students who do not have disabilities.

The Americans with Disabilities Act (1990) defines a person with a disability as:

“A person who has any physical or mental impairment that substantially limits a major life activity (walking, standing, seeing, hearing, speaking, breathing, learning, working, or taking care of one’s self), has a record of such impairment, or is regarded as having such an impairment.”

Under the Rehabilitation Act of 1973 (and amendments)

“No otherwise qualified person with a disability in the United States...shall, solely by reason of...disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Cleveland State University, as a public institution, is subject to these laws. In addition, since 1976 the Board of Trustees has maintained an equal

opportunity and affirmative action policy for the education and employment of persons with disabilities, disabled veterans, and Vietnam Era veterans. The University's goal is to provide full access to education for all students and persons with disabilities, and to create a fully accessible campus.

Students have the right to confidentiality in regard to their disability. Information will be disclosed to relevant campus personnel from the ODS office only on an as-needed basis. Typically, this would be in order to provide a needed accommodation (see the Confidentiality section of this handbook for further information). Students can choose to disclose information to faculty on his/her own if they wish, but should not be asked by faculty, staff, or administration the exact nature or diagnosis of their condition.

Student Responsibilities

All students at Cleveland State University have the right to pursue an education of excellence. Along with this right, students with disabilities have certain responsibilities regarding the accommodations that will help them attain this end. The student must:

- Contact the Office of Disability Services in a timely manner to schedule an initial meeting—either prior to the first semester of enrollment or as soon as possible after the diagnosis of a disability
- Provide documentation of the disability and a description of the resulting functional limitations. This statement should describe how the condition affects or limits the student's participation in learning or other university activities from an appropriately licensed professional and provide that information to the ODS. (See Documentation Criteria). The ODS staff will use this information to determine both eligibility as a person with a disability and any necessary accommodations
- Meet with the ODS professional staff no later than the second week of each new semester to review the necessary accommodations and with the ODS staff, write memos to faculty that explain individual accommodation needs
- Meet with faculty in each class to review accommodation requests and how they will be implemented in each class
- Notify the ODS of any additional needs or required changes to accommodations as soon as they arise
- Maintain the academic standards required of all Cleveland State University students
- Abide by Cleveland State University's Code of Conduct. Copies of the Student Code of Conduct are available in the Office of the Dean of Students.

OFFICE OF DISABILITY SERVICES PROCEDURES

Admission

All students admitted to Cleveland State University must meet the required academic standards for admission. A prospective student with a disability is not required to disclose his or her disability, nor may university personnel inquire about it during the admission process. However, if the prospective student discloses a disability, discussion may take place although such information may not adversely affect admission. Once admitted to the university, a student may choose to disclose a disability. A student with a disability will not receive accommodations unless he or she makes that request and follows the university procedures for obtaining those services.

If a student requires accommodation to participate in the Admission process, the student may contact the Office of Disability Services or the Office of Admissions to request the needed accommodation.

The Accommodation Process

Requests for Accommodations

Requests for accommodations should begin at the Office of Disability Services. All requests must be made in a timely manner. Once a qualified individual with a disability has requested services, ODS personnel will meet with the student to review the documentation and determine related appropriate accommodations. Appropriate and reasonable accommodations are best determined through a flexible, interactive process that involves both the individual with the disability and the faculty and/or staff member(s) involved. The determination of all the appropriate academic adjustments/accommodations and aids that will be provided will include input from both the student and ODS, in consultation with faculty where appropriate. Early consultation with all parties involved is advisable. The university is not required to provide accommodations until the student has provided documentation of a disability.

Students will be notified in writing of all adjustments and services that have been agreed to, as well as any that have been denied and the reason for the denial. They will also be informed of the process for appealing those decisions. That process is fully outlined in a later section of this handbook.

Eligibility

To be eligible for disability related services, students are responsible for identifying themselves and disclosing information about the disability to the ODS staff. Students are also responsible for supplying written documentation of the disabling condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Each student who requests accommodations must meet with the Office of Disability Services staff to discuss his/her individual needs. The ODS staff can provide a variety of services for the student, including:

- Development of a notification memo for faculty
- Assistance in obtaining accommodations on campus
- Guidance and counseling related to coursework and career options which take into account the impact of the disability (disability management)
- Referral to community agencies for assistance with disability related needs not directly associated with participation at CSU.

Documentation Criteria

CSU's Office of Disability Services requires a written report prepared by an appropriately licensed professional that clearly diagnoses a disability and/or provides records showing the history of the disability. Medical doctors, psychiatrists, psychologists, and school psychologists are among the professionals who routinely evaluate, diagnose, and treat disabilities. The following guidelines are provided to assure that diagnostic reports are appropriate to document eligibility. This list is not intended to be exhaustive or to restrict assessment in other pertinent and helpful areas such as vocational interests and aptitudes.

Qualified Personnel:

- Hearing and speech disabilities. Qualified personnel include: ear, nose, and throat specialist; audiologist; speech therapist; psychologist; family physician; or other qualified medical specialist.
- Learning disability and attention deficit disorder. Qualified personnel include: licensed psychologist, psychiatrist, school psychologist, family physician, or other qualified licensed medical personnel.
- Mental or psychological disabilities. Qualified personnel include: psychologist, psychiatrist, licensed counselor, hospital record, family physician, or other mental health professional.
- Mobility, coordination, traumatic brain injury, HIV and AIDS, and health disabilities. Qualified personnel include: family physician, orthopedist, neurologist, cardiologist, rehabilitation specialist, or other medical professionals.
- Visual disabilities. Qualified personnel include: ophthalmologist, optometrist, family physician, or other medical specialist.

Documentation:

- In all instances, the information provided must clearly document, diagnose, and discuss the condition.
- Copies of medical records are not considered appropriate documentation.
- Evaluations must be current. As a guideline, the ODS generally requires documentation prepared within the past three years. The office reserves the right to request an updated or more extensive evaluation.

- The written report must include a specific diagnosis with clear and specific evidence and identification of a disability. For example, terms such as “learning styles,” “learning problems” and “academic difficulties” do not constitute a learning disability.
- Diagnostic reports must include the names and titles of the diagnostician as well as the date(s) of testing. Reports must be typed and otherwise legible.
- Reports from friends or relatives of the student or student’s immediate family are not considered appropriate documentation.

The ODS reserves the right to request a second opinion regarding any diagnostic information. In the event the University requests a second opinion, the University will bear the cost of the evaluation.

Confidentiality

Information regarding a student’s disability is considered confidential. Disability information is not a part of a student’s academic record and is not noted on the transcript. Disability information is kept in a separate, locked file in the ODS. Information is kept for five years after the last semester of enrollment. Students returning to CSU after a five-year absence will need to supply new documentation of their disability.

Information can be shared without the student’s written permission in the event of medical emergency, an official court order, or behavior that endangers the health and safety of the student or others.

Because the accommodations process can involve many people, disability information may be released to university professionals on a need-to-know basis, and is limited to the amount of information necessary to accommodate the student or to keep necessary records. University professionals are informed that this information is confidential and should not be shared with others.

If a student wishes to have information shared with others, he/she will need to make that request in writing and sign a release of information form in the ODS office.

Memos for Professors

Each student is required to meet with an ODS staff member at or prior to the start of each term. At this time, the staff member will prepare, along with the student, a memo that indicates the necessary accommodations. This memo will be signed by the ODS staff and will indicate accommodations that the staff member and student think will be helpful to the student.

Memos should be presented by the student to the faculty member. This is so the student will have the opportunity to discuss specific needs with the faculty member and discuss how the requested accommodations will impact the classroom environment. Faculty may ask at this time about the student’s specific

areas of need, as well as skill areas or compensation strategies the student has found to be helpful.

No individual instructor has unilateral authority to deny a student an academic adjustment and/or auxiliary aid or service approved by the University's ODS personnel. Any faculty disputes over (i) what or how adjustments or aids are to be provided for a course, (ii) whether a course is deemed to be an essential requirement of the program, or (iii) whether a particular adjustment would be a fundamental alteration of the course or program must be forwarded to the University's Affirmative Action Office for resolution through the ADA Accommodations Committee (see Grievance section for further detail). This process will include the student and pertinent faculty.

Students with disabilities must be qualified to participate in any academic program or activity, with or without reasonable accommodations. The University does not waive essential program requirements or permit substitutions for courses deemed essential to its academic programs. For example, students with disabilities are expected to meet GPA requirements, degree requirements, field experiences (practica) and all other essential course requirements of a particular program.

The university allows substitution of a limited number of courses on a case-by-case basis when another course will fulfill the same academic goals of the course being substituted and the substitution does not alter the integrity of the academic program.

Common Academic Adjustments and Accommodations

Academic accommodations are provided to students with disabilities as a leveling strategy in the academic world. These compensatory techniques are designed to give students with disabilities a fair opportunity to learn and to demonstrate their knowledge. No two students are the same: two students with the same disability may not use the same accommodations, and two students using the same accommodations may have very different disabling conditions. Students may choose when to use an accommodation, based on their experience with their disability.

Some examples include:

- Audio or electronic format texts
- Note-takers
- Extended time for tests: the extension appropriate for the student will be indicated on the accommodation memos; Time extensions are **not** typically appropriate for take-home exams—students or faculty should discuss this with ODS staff if they believe a particular exam warrants an exception
- Distraction-reduced testing environment
- Large print resources
- Preferential seating
- Adaptive equipment

- Assistive listening devices in the classroom
- Interpreters in the classroom

Exam Modifications

Exam proctoring is available through the ODS if a student has special needs. If a student requires extended time on an exam, requires oral exams, or needs to use special equipment to complete an exam, arrangements can be made with the ODS to have the exam proctored in the ODS office. Faculty can use their discretion in making the decision between giving the exam through the ODS or making individual arrangements with the student. Students should contact the ODS staff at least one week prior to the exam to make those arrangements if the exam will be taken in the ODS.

Some students may require more frequent breaks during exams. These arrangements can be made individually between the student and the faculty member. If this will be overly disruptive to the rest of the class, arrangements can be made for either a separate time or to take the exam in the ODS office.

ODS does not recommend that faculty substitute take-home exams for regular classroom exams.

Faculty may forward the exam to the ODS by whatever means they feel most comfortable: hand delivery, email, or campus mail. Exams will be returned to the department in a sealed envelope with the signature of an ODS staff person on the seal.

Exam Rules and Regulations:

1. Exams must be scheduled in advance.
2. Students must be on time. Students more than 15 minutes late, for any reason, will have to receive permission for, and schedule make-up exams with their instructors.
3. No breaks (unless the disability creates a specific need for breaks). Once the exam has started, a student will not be allowed to leave the testing room for any reason. Restroom breaks, snacks, etc. must be planned accordingly.
4. No bags, books, purses, coats, pagers, cell phones, cd players or tape players will be allowed. A secure place will be provided for students to store personal items until the exam is over.
5. Time will be enforced. Students must finish within the time frames commensurate with approved accommodations. There are NO exams with unlimited time.

Students should keep in mind that this policy only applies to exams created and given by CSU faculty and staff. Exams administered by other organizations, such as professional and licensing exams, have their own policies and documentation requirements. Students should check with the administrator of

any necessary exam (for example, Educational Testing Services, GMAT, MCAT, etc.) for more information.

Notetaking

Notetaking at Cleveland State University is done on a voluntary basis. To the extent possible, notetakers are selected from the enrolled class. Students who require copies of notes should discuss this need with the faculty member when presenting accommodation memos. The faculty member should then ask for a student volunteer to provide notes. The faculty member can get the students together after class. Notes can be copied by the students, or can be brought to the ODS to be photocopied.

It is up to the student receiving the notes to review them with the faculty member for accuracy. It is also the student's responsibility to notify the faculty member if a need arises for a different notetaker (i.e. notetaker is absent, drops the class, etc.) The student should notify the ODS if there are any difficulties with this process.

Alternatives to Regular Text

Students who need books in audio format, in electronic format, Braille, or any other alternative format must provide the book along with a course syllabus to the ODS as soon as possible after scheduling. Requests will be processed in the order in which they are received. Students should periodically check in with the ODS to see if their books are ready.

Students must return materials from Recordings for the Blind & Dyslexic (RFB&D) and other materials that are obtained by or from the ODS at the end of each term. Students are strongly encouraged to obtain their own membership to RFB&D. This service can provide audio text in digital audio format. Their website is: www.rfbd.org.

Attendance

Attendance is expected according to the syllabus for each particular course. If a student has a disability related reason for requesting an exception to the attendance policy the student should contact the ODS to begin a process of examining the essential requirements of the course and determining whether and to what extent a modification to that attendance policy is reasonable. Faculty cannot unilaterally determine essential requirements: this must be done in conjunction with ODS.

Requests for Sign Language Interpreters

For regular classes:

Requests for sign language interpreters for regular classes should be made at least four weeks in advance. If a student who is utilizing an interpreter needs to make a schedule change, that change should be reported immediately

to the ODS. The office will make changes to the interpreting schedule in a timely manner.

For special events and meetings:

Requests for interpreters for special events or meetings should be made at least two weeks in advance. Those requests should be directed to the individual or department coordinating the event. The ODS staff will be happy to make recommendations to that department as needed through this process.

Service Animals

Service animals must be trained to perform one or more specific functions or activities of daily living for the individual they accompany. It is recommended that any animal being used as a service animal wear a harness or other identifying device so that others on campus recognize it as such.

If a student will be living in the residence hall and plans to bring a service animal, a minimum of six weeks notice is needed so that students can be placed appropriately with regard to allergies. If six weeks notice is not possible, the student should contact ODS to discuss what arrangements can be made.

Service animals may enter any class or other activity with the person with the disability. The student with the service animal takes full responsibility for the care and behavior of the animal. Animals should be taken outside to relieve themselves, out of the way of vehicular and pedestrian traffic. Animal waste must be picked up and disposed of properly. If a person is unable to do this due to their disability they can make other arrangements through ODS.

Service animal care and behavior is the responsibility of the person using the service animal. Students who cannot keep their animal under proper care or control are subject to sanctions through the CSU Office of Judicial Affairs. This determination will be made on a case-by-case basis. For example, a dog that is trained to bark to signal the onset of a seizure would be considered under proper control for doing so, whereas a dog that was barking and disruptive to the community in a way that was not meant as assistance would be grounds for a complaint.

Personal Care Attendants

Personal Care Attendants (PCAs), also called aides, are the responsibility of the individual with the disability. PCAs may attend classes and all university functions with the individual for whom they work.

Neither Cleveland State University nor the ODS is responsible for the hiring, firing, or management of personal care attendants. Neither is CSU or the ODS financially responsible for PCAs.

If a student will be living in the residence hall and will require a personal care attendant, the Office of Disability Services should be contacted no less than six weeks prior to the move-in date for that semester. This will allow time for the Office of Residence Life to make necessary living arrangements and complete security clearances for the attendant(s).

Adaptive Technology

CSU maintains a wide variety of adaptive technology that is available for student use. Much of the technology available can be found in the Adaptive Technology Lab, which is located on the first floor of the library. This lab includes hardware and software, such as JAWS, Zoomtext, closed circuit televisions for the visually impaired (CCTVs), adaptive workstations, adaptive keyboards, DragonDictate, and a wide variety of other equipment.

The ODS also maintains an inventory of equipment, some for in-office use and some for loan. This inventory includes FM systems, portable CCTV units, digital book players, and various audio tape players.

If you think you may benefit from adaptive technology, please contact the ODS office to set up an appointment to discuss your needs. Office staff will review the possibilities with you at that time.

Other Accommodation Needs

Internships, Fieldwork, and Other Non-Classroom Learning Experiences

Students engaging in internships, fieldwork, student teaching, or other off-campus learning experiences (hereafter referred to as “fieldwork”) may choose to disclose or not disclose a disability to their assigned fieldwork site. Students are free to discuss their options and the possible consequences and benefits of disclosure vs. non-disclosure with the ODS as they make that decision.

Requests for fieldwork accommodations **must** be made at least six weeks in advance of the fieldwork experience. Any delay in making requests for accommodations may delay the start of the experience or necessitate postponement until a future semester.

Students should NEVER disclose a disability to a fieldwork placement site without first discussing their needs with both the ODS and the CSU field placement office for their program. Students participating in fieldwork who will be requesting accommodations must make that request through the Office of Disability Services. The ODS will work with the CSU Field Placement Office responsible for the student’s program to discuss appropriate accommodations. This will begin an interactive process that will include the student, the field placement office, the ODS, and the field placement site representative. Accommodations will be individualized to the student’s needs as they relate to the requirements of the academic program and the placement site.

CSU, in conjunction with the fieldwork site, is required to make reasonable accommodations for participating students with disabilities. Neither CSU, nor the facility, is required to make changes or adjustments that would fundamentally alter either the nature of, or the essential requirements of, the program or any related courses.

Student Employees with Disabilities

Students with disabilities who are hired for on-campus work positions are entitled to reasonable accommodation under the Americans with Disabilities Act. If assistance is needed in determining whether a student is qualified to do the job and if accommodations can be made for a disability on the job, the Coordinator should be contacted. Guidelines for hiring people with disabilities (including legal and illegal interview questions), job analysis forms, and other work related information are available in the ODS office.

Student employees with disabilities may voluntarily self-identify by completing the Invitation to Persons with Disabilities and to Disabled Veterans form given to all student employees at the beginning of employment. The form may also be downloaded from:

www.csuohio.edu/affirmativeaction/information_disabilities.html

Campus Activities

All activities that happen on campus or are sponsored by the campus are accessible to persons with disabilities. This includes University-sponsored events for the student body, employees, alumni, or the public. It also includes any event sponsored by a campus group, whether held on or off campus.

Any student needing accommodations due to a disabling condition should contact the person in charge of the event as soon as possible. For large events, more advance notice may be required. The amount of time needed to make the arrangements will be relative to the size of the event. Certain accommodations require more lead-time, such as hiring interpreters and obtaining material in braille or large print.

The ODS staff is available for consultation and assistance with these events. However, the primary contact person is the event sponsor.

Housing Accommodations

The accommodations process regarding housing is the same as for other accommodations. However, requests for specific housing accommodations should be made as early as possible. Determination of appropriate accommodations will be made on a case-by-case basis. Accessible housing is available on campus. Housing requests will be addressed on a first-come, first served basis.

Temporary Disabilities

Individuals with temporary disabilities who require accommodation are welcome to utilize the ODS. All policies and procedures remain the same, although the laws regarding the rights and protection of persons with disabilities may not apply.

Parking

Cleveland State University provides ample accessible parking in a variety of locations across campus. State of Ohio-issued hangtags with the appropriate designation should be clearly displayed. Persons with disabilities are responsible for the payment of all applicable parking fees or other parking charges.

Grievances

If a student has concerns about ODS personnel or the quality of the service they are receiving they should contact the Coordinator to discuss their concerns. If this does not satisfactorily address the concern, the student can contact the Director of Health and Wellness Services at (216) 687-3649.

In the event students being served by the ODS feel they are not being fairly accommodated for their disability, they must request in writing a meeting with the interested parties for resolution of the concerns. The request must be filed with the ODS staff. All parties should meet within a period not to exceed ten days and all issues should be resolved as quickly as possible.

If the issues are not resolved to the satisfaction of the student, the student may contact the Director of the Affirmative Action Office to appeal to the ADA Accommodations Committee for appropriate proceedings. A copy of the ADA Accommodations Policies and Procedures is attached hereto as Appendix A.

In addition, any student who believes (s)he is being discriminated against on the basis of her/his disability may directly file a complaint of disability discrimination with the Affirmative Action Office for appropriate action. The Affirmative Action Office is located in the Administration Center, Room 236 and can be contacted at (216) 687-2223.

CLEVELAND STATE UNIVERSITY

ADA AND SECTION 504 ACCOMMODATIONS COMMITTEE

CHARGE

The ADA and Section 504 Accommodations Committee shall assist the Office of Disability Services in the resolution of requests for reasonable accommodations by students, employees and applicants for employment. In addition, the Committee may assist the Affirmative Action Office, upon request, in the resolution of discrimination complaints alleging failure to provide reasonable accommodation and or ability to perform. In cases involving the purchase of equipment or aids to perform the essential functions of a job or to complete/participate in a course of study, the Committee's decision will be final and will be reported to the Coordinator of the Office of Disability Services.

COMPOSITION

In cases involving students, the ADA and Section 504 Accommodations Committee shall consist of one person from the Office of Disability Services, one person from the Affirmative Action Office and one person from the department conducting the course of study and/or the appropriate college. In cases involving employees and applicants for employment, the Committee shall consist of one person from the Office of Disability Services, one person from the Affirmative Action Office, one person from the Department of Human Resources Development and Labor Relations and one person from the department which employs or will employ the person requesting the accommodation. In cases involving questions with regard to whether a requested accommodation would constitute a fundamental alteration of the essential requirements of a program or course of study the committee will consist of one person from Affirmative Action, one from ODS, and no less than three faculty members from the Department or Program and/or the appropriate college. Essential requirements are those that are determined to be fundamental to the course or program.

The Committee may be convened by the Coordinator of the Office of Disability Services or the Director of the Affirmative Action Office. If there are technical and/or compliance issues, the Committee may request the assistance of the University Legal Counsel and such other experts on campus as appropriate.

REQUESTS FOR ACCOMMODATIONS

All requests for accommodations to perform the essential functions of a job or to complete a course of study shall be submitted to the Office of Disability Services in such manner as provided in its policies and procedures. The ADA and Section 504 Accommodations Committee shall only intervene in the accommodations process when requested by the Office of Disability Services.

COMPLAINTS OF DISCRIMINATION

All complaints of discrimination on the basis of disability alleging failure to provide reasonable accommodations and/or ability to perform a particular job or complete a course of study shall be submitted to the Affirmative Action Office as provided in its policies and procedures. The ADA and Section 504 Accommodations Committee will only intervene in discrimination complaints when convened by the Director of the Affirmative Action Office. The Affirmative Action Office can be contacted at (216) 687-2223.

PROCEDURES

A. For cases that do not involve fundamental alteration of the essential requirements of a program or course:

1. The Committee shall be convened as soon as possible after (a) a request for accommodations has been denied and the person requesting the accommodations wishes to appeal the decision or (b) the Director of Affirmative Action is unable to resolve a complaint of disability discrimination to the satisfaction of the student and the student wishes to pursue the claim.. Reasonable advance notice of the meeting shall be given to the person requesting the accommodation.
2. In reviewing the request and diagnostician's recommendation, the Committee shall consider the necessity and legitimacy of the request, its reasonableness, available alternative accommodations, direct threat, undue hardship and any other relevant factors under the ADA and Section 504.
3. The Committee may request additional information in support of the request, as needed, including a medical examination by a physician or other appropriate professional selected by the University. In such instance, the University will assume the cost of the examination. The Committee can also consult with experts as necessary.

4. After deliberation, the Committee shall submit a written recommendation to the Coordinator of the Office of Disability Services in cases involving student requests or to the Vice President for Business Affairs and Finance in cases involving employee and applicants for employment requests. If convened by the Director of the Affirmative Action Office, the recommendations should be made to the Director.
5. Copies of all written recommendations to the Vice President for Business Affairs and Finance and to the Coordinator of the Office of Disability Services shall also be furnished to the Affirmative Action Office to fulfill the monitoring and compliance requirements of the University Affirmative Action Policies and Programs for Persons with Disabilities, Disabled Veterans and Vietnam Era Veterans.

B. For cases involving a requested accommodation that would alter or modify essential requirements of a course or program of study:

1. The Committee shall be convened as soon as possible after (a) a request for accommodations has been made that appears to be a fundamental alteration to a course, program or employment position, or (b) the director of Affirmative Action requests the Committee's assistance in resolving a complaint of discrimination. Reasonable advance notice of the meeting shall be given to the person requesting the accommodation.
2. The Committee shall be advised by Affirmative Action and/or the Office of Legal Affairs as to the definition and meaning of "fundamental alteration" and "essential requirements" as they pertain to a course or program of study.
3. A deliberative analysis of the course, program, or position will be conducted to determine essential elements and to look at the impact of making the requested accommodation.
4. Alternative ways of effectively meeting the requirement must be considered and should be included in the written final recommendations.
5. In its deliberations the Committee may consult with the Dean of the College and/or the appropriate academic committees charged with curriculum issues.
6. The Committee may request additional information in support of the request, as needed, including a medical examination by a physician or other appropriate professional selected by the University. In such instance, the University will assume the cost of the examination. The Committee can also consult with experts as necessary.
7. After deliberation, the Committee shall submit a written recommendation to the Coordinator of the Office of Disability Services, the Director of Affirmative Action and the appropriate Dean in cases involving student requests. A written recommendation shall be furnished to the Coordinator of the Office of Disability Services, the Director of Affirmative Action, and

the Vice President for Business Affairs and Finance in cases involving employees and applicants for employment. If convened by the Director of the Affirmative Action Office, the recommendations should be made to the Director.

8. Copies of all written recommendations to the Vice President for Business Affairs and Finance and to the Coordinator of the Office of Disability Services shall also be furnished to the Affirmative Action Office to fulfill the monitoring and compliance requirements of the University Affirmative Action Policies and Programs for Persons with Disabilities, Disabled Veterans and Vietnam Era Veterans.