



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

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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). ODS determines the eligibility for services as well as reasonable accommodations for students who have disability-related needs. The terms “accommodations” and “academic adjustments” are used interchangeably in this guide.

Enabling Legislation

Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person shall be denied the opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, religion, sex, national origin, age, or disability.

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 of policies, procedures, and laws that impact persons with disabilities and affect their involvement in Cleveland State University.
- We encourage the full development of persons with disabilities and seek to prepare them to lead satisfying and productive lives.

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 disability issues. The office has a long history, dating back to before both the ADA and the Rehabilitation Act. It was created in 1970 to serve the needs of a growing population of students with disabilities on campus.

The ODS staff works collaboratively with faculty, staff, students and administrators to make the process of seeking accommodations as streamlined as possible. Students who wish to declare their disabilities and seek accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 and/or the Americans with Disabilities Act Amendments Act of 2008 should contact the Office of Disability Services at (216) 687-2015 for information or to schedule an intake appointment.

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 a disability.

The Americans with Disabilities Amendment Act (2008) defines a person with a disability as having:

- A physical or mental impairment that substantially limits one or more major life activities;
- A record of such an impairment; or
- being regarded as having such impairment.

Under the Rehabilitation Act of 1973

“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 and disabled 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 regards 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 their 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 semester to review the approved accommodations and to pick up their memos for distribution to their instructors
- Meet with faculty in each class to review the 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.

The 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 during the admission process. University personnel are not permitted to inquire about the nature of a disability during this 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 in order to seek accommodations. A student with a disability will not receive accommodations unless he or she makes that request and follows the university's procedures for obtaining those services.

If the student requires accommodations to participate in the Admission process, the student may contact the Office of Disability Services (216) 687-2015 or the Office of Admissions (216) 687- 2100 to request the needed accommodation.

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 appropriate reasonable accommodations. **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

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ODS staff during the intake process. Students are also responsible for supplying written documentation of the disabling condition.

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:

- Creation of an accommodation 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:

- **ADHD:** licensed psychologists, psychiatrists or members of a medical specialty.
- **Hearing and speech disabilities:** audiologists, ear, nose, and throat specialist, speech therapists, psychologist, or other qualified medical specialist.
- **Learning disability:** licensed psychologist, psychiatrist, school psychologist, or other qualified licensed medical professional.
- **Medical Disability/ Chronic Health:** family physicians, orthopedists, neurologists, endocrinologists, cardiologists, psychologists, psychiatrists or members of a medical specialty.
- **Neurological disability:** neurologists, neurosurgeons, orthopedists, or endocrinologists.

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- **Psychiatric disabilities:** psychologists, psychiatrists, licensed counselors, or other mental health professionals.
- **Vision disabilities:** ophthalmologists, optometrists, family physicians, 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 last 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 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.
- At this time, the staff member will prepare, with the student’s feedback and input, a memo that indicates the necessary accommodations. At no time will the disability diagnosis be mentioned on the accommodation memo.
- Memos should be presented by the student to the faculty member. This opens an opportunity for the student and faculty member to discuss how the accommodations will be implemented in the classroom.
- The ODS reserves the right to request a second opinion regarding any diagnostic information. In the event that 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 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 a medical emergency, an official court order, or behavior that endangers the health and safety of the student or others.

Since the accommodation 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 semester. At this time, the staff member will prepare a memo that indicates the necessary accommodations.

No individual instructor has unilateral authority to deny a student an academic adjustment and/ or auxiliary aids 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 through the ADA Accommodations committee. (see the 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 for 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 on exams: the extension appropriate for the student will be indicated on the accommodation memos; time extension 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 extension
- 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 or needs 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 **48 hours prior to the exam**, if the exam will be taken in the ODS.

Some students may require frequent breaks during exams. These arrangements can be made individually between the student and the faculty member. If this is 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 either by hand-delivery to room MC 147 or via email to ods@csuohio.edu. Exams will be returned to the faculty member via a sealed envelope or via email or FAX.

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 contact their instructors directly to determine if the exam can be given at a different time.
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, cell phones, or MP3 players are permitted in the testing area. 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 frame 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

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(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, note-takers 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 student receiving notes, as an accommodation, may choose to be identified to the note-taker in which case the notes may be exchanged after class; or the student may choose to remain anonymous and can pick up a copy of the photocopied notes in the ODS. The student should notify the ODS if there is any difficulties with this process.

Alternatives to Regular Text

Students who need books in audio, electronic, or any other alternative text format, due to a print or visual disability, must submit a request form along with a course syllabus and **proof of purchase** in order to have their request processed. Requests will be processed in the order in which they are received. It is the student's responsibility to periodically check in with the office to see if their books are ready. Students are strongly encouraged to obtain their own membership to Learning Ally. This service provides audio texts in digital audio format. Their website is www.learningally.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 elements 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 is done in conjunction with ODS.**

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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.

For tutoring:

Requests for sign language interpreters for tutoring must be made at least **24 hours in advance**.

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 throughout the 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 regards 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.

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 for assistance would be grounds for a complaint.

Personal Care Attendants

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

Cleveland State University and the ODS are NOT responsible for the hiring, firing, or management of personal care attendants. In the same manner, CSU and the ODS are NOT financially responsible for PCAs.

If the 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).

Assistive Technology

CSU maintains a wide variety of assistive 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 in room 103. This lab includes hardware and software, such as JAWS, ZoomText, video magnifiers (CCTVs), Kurzweil, Read & Write Gold, adaptive keyboards, Dragon Naturally Speaking, Braille embossers, and a wide variety of other equipment. If assistive technology software or hardware is needed by a student in locations other than where it is currently installed this can be done upon request.

The ODS also maintains an inventory of equipment, some for on-campus use and some for extended loan. This inventory includes FM systems, portable video magnifiers, digital book players, and other assistive technologies. If you think you may benefit from assistive technology, please contact the ODS office to set up an appointment with the Assistive Technology Specialist to discuss your needs.

Other Accommodation Needs

Internships, Fieldwork, and Other Non-Classroom Learning Experiences

Students engaging in internships, fieldwork, student teaching, clinical, 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 their decision.

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.

Requests for fieldwork accommodations **must be made at least 1 semester 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 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.

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CSU, in conjunction with the fieldwork site, is required to make reasonable accommodations for participating students with disabilities. Neither CSU or the facility is required to make changes or adjustments that would fundamentally alter either the nature of, or the essential elements of, the program or any related course.

Student Employees with Disabilities

Students with disabilities who are hired for on-campus 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 Asst. Director of ODS should be contacted.

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 included 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 person is the event sponsor.

Housing Accommodations

The accommodation process regarding housing is the same as for other accommodations. However, requests for specific housing accommodations **should be made at least 6 weeks before the beginning of the semester in which the student will attend.** 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 serve basis as there is limited private room availability.

Temporary Disabilities

The ODS Office can be of assistance to those students who have documentation of temporary disabilities. Services to students are provided only for the duration of their functional limitations associated with their temporary disabilities. The student will be responsible for requesting accommodations in a timely manner and for following the ODS policies and procedures as outlined in this handbook.

Parking

Cleveland State University provides 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 and other parking charges.

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 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 Asst. Director 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

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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 Assistant Director 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 a 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

1. For cases that do not involve the 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 the 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 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 instances, the University will assume the cost of the examination. The Committee may also consult with experts as necessary.
 4. After deliberation, the Committee shall submit a written recommendation to the Assistant Director 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 written recommendations to the Vice President for Business Affairs and Finance and to the Assistant Director 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 and Disabled 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 instances, the University will assume the cost to the examination. The Committee can also consult with experts as necessary.
7. After deliberation, the Committee shall submit a written recommendation to the Assistant Director 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 Assistant Director 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

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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 Assistant Director 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 and Disabled Veterans.