

## ACCOMODATIONS FOR STUDENTS WITH DISABILITIES (504) (SEPT.1, 2010)

### PURPOSE

To inform administrators, faculty, staff, and students of their responsibilities and duties regarding accommodations for students with documented disabilities.

### SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The 504 Coordinator will be responsible for the oversight of this policy.

### POLICY

The mission statement of Schreiner University affirms the university's long-standing commitment to serve a diverse community. Included in this commitment are ongoing efforts to make the learning resources of the university accessible to students with disabilities. In accordance with Section 504 of the Rehabilitation Act of 1973, Schreiner University provides academic adjustments/auxiliary aids for students with physical/medical, learning, and psychological disabilities. Students desiring academic adjustments/auxiliary aids should contact the Director of Learning Support Services/Section 504 Coordinator, Schreiner University, Kerrville, 78028. (Dr. Jude Gallik, 830-792-7258, [jgallik@schreiner.edu](mailto:jgallik@schreiner.edu)). Requests will be considered on a case-by-case basis.

Students requesting academic adjustments/auxiliary aids will be required to submit their requests in writing and to provide current, written documentation of the disability from a qualified professional. Only those requests which are supported by documentation and which do not compromise academic requirements essential to the program of instruction will be approved. Documentation requirements are:

- **Learning Disabilities:** A psycho-educational or neuropsychological evaluation conducted by a licensed or certified psychologist, educational diagnostician or other appropriate professional which includes complete (including all subtest scores) results of widely accepted individually administered intelligence and achievement tests must be submitted. A clear statement indicating a diagnosis of 'learning disabled' must be included. Test results must support the diagnosis consistent with recognized discrepancy models or DSM-IV guidelines. An explanation of appropriate academic accommodations showing a clear relationship with the student's particular disability should be included.
- **Attention Deficit Disorders:** An evaluation conducted by a physician or licensed psychologist who includes the questionnaires, interviews and observations used to identify the ADD or ADHD must be submitted. A summary should include information regarding the onset, longevity and severity of the symptoms, along with the functional limitations of the student and suggested academic accommodations.
- **Psychological Disabilities:** Recent documentation prepared by a licensed mental health professional detailing the current Axis code diagnosis from the DSM-IV, the impact such condition will have on the student's academic activities and suggested academic accommodations must be submitted. Information regarding the onset, longevity and severity of the symptoms and a medication history and current

medication should be included.

- **Medical and Physical Disabilities:** Current documentation of disabling medical and physical conditions and the resulting functional limitations prepared by an appropriate professional must be submitted. Recommended academic accommodations should be included. In the case of hearing impairments, an audiogram by a licensed audiologist showing evidence of a hearing loss must be submitted.
- **Other Disabling Conditions:** Students who have disabling conditions that do not fall in one of the above categories will be considered on a case-by-case basis. Current documentation from a qualified professional providing a specific diagnosis and detailed support for the diagnosis must be provided. Information regarding functional limitations of the conditions and suggestions for academic accommodations should be included.

The Section 504 Coordinator, in consultation with appropriate professionals as necessary, to determine the appropriateness of the request relative to the documentation, will review documentation. The Section 504 Coordinator will also determine, in consultation with instructors and faculty as necessary, whether approving the request will compromise academic requirements essential to the program of instruction.

Within 14 calendar days after both the written request and the required documentation have been received, the student will be notified in writing whether the request has been granted, modified or denied. If the request for adjustments/auxiliary aids is modified or denied, reasons for the modification or denial will be included in the written notification. If the request is denied due to non-supportive documentation, the student will be so informed and will have the opportunity to submit additional information that supports the request. Students whose requests for academic adjustments/auxiliary aids are modified or denied may appeal, within 14 calendar days of receipt of notification, according to the grievance procedures outlined below. Requests received during extended semester breaks will be considered as soon as possible after resumption of the academic term, and students will be notified within 14 calendar days after the beginning of the next term whether the request has been approved.

Once the disability has been documented and eligibility for academic adjustments/auxiliary aids has been determined, the student will be provided with a letter detailing the approved academic adjustments/auxiliary aids, which should be presented to instructors. If academic adjustments/auxiliary aids have been approved, the Section 504 Coordinator will contact the student within 10 business days after the academic adjustments/auxiliary aids have been implemented to determine their acceptability. If the academic adjustments/auxiliary aids are unacceptable, the Section 504 Coordinator will work with the student to modify.

**Complaint Procedures:** The student may submit, in writing, a grievance complaint alleging any action prohibited by Section 504 to the Vice President for Academic Affairs (VPAA) within 14 calendar days after the complainant becomes aware of the alleged violation. The grievance should be in letter form and should include information about

the student's attempts to work with the Section 504 Coordinator and a justification for approving the request.

Within 10 calendar days of receipt of the complaint, the VPAA will schedule a hearing to consider the grievance, which will be held within 14 business days of receipt of the grievance. The VPAA will inform the student, in writing, of the date and time of the hearing and of the right to have a representative of his/her choosing present at the hearing. The VPAA will appoint three faculty members, none of who are current instructors or academic advisors for the student, as the hearing board. One of the members will be appointed by the VPAA to serve as chair. Both the student and the Section 504 Coordinator will have the opportunity to present evidence at the hearing. The hearing board may request additional evidence as necessary. Within 10 calendar days after the hearing and receipt of any additional evidence, the Chair of the Hearing board will notify the student of the board's decision regarding the complaint

The student will have 10 calendar days after receipt of the decision of the hearing board to appeal the board's decision to the VPAA. This appeal should be in writing and should explain why the requested relief should be granted. The VPAA will review the case and make a decision, informing the student of the decision within 10 business days after receipt of the appeal. The decision of the VPAA will be final.

**Administrative Oversight:** Dean of Student Success  
**Responsible for Implementation:** 504 Coordinator

