PROTOCOL FOR STUDENT DISABILITY ACCOMMODATIONS
Equal Opportunity Office

Revised May, 2009

The University of Kansas Medical Center provides reasonable accommodation for students with disabilities who satisfy the following requirements:

- The student has been admitted into an academic program based/located on the KUMC campus, and
- the newly admitted student has submitted the appropriate form from the respective school indicating the need for accommodation in order to meet the academic program's Technical Standards, and/or
- the student requests disability accommodation from an appropriate university official, and
- the student provides appropriate documentation regarding the nature of the medical or psychological condition giving rise to the need for accommodation, and
- the student is deemed to have a "covered disability" as defined by the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and/or Section 504 of the Federal Rehabilitation Act of 1974.

Each accommodation request will be handled on a case-by-case basis, including new requests from students who are currently receiving accommodation. **The process of - evaluating accommodation requests is highly interactive and requires a case-by-case review.** Participants in the process include, but are not limited to, the following:

- the student and his or her medical provider
- EO/Disability Specialist and designated staff in the Equal Opportunity Office
- academic department chairs
- course directors
- faculty
- School Disability Officers
- Accommodation Review Team, when necessary
- School Dean or designee

This document highlights the primary responsibilities of individuals involved in the accommodation process.

STUDENT RESPONSIBILITIES

The student is responsible for:

1. Indicating the need for an accommodation. This can be done by communicating with a faculty member, department head or chair and/or the University Equal Opportunity/Disability Specialist. During this process, the student should learn and understand his/her rights and responsibilities regarding the request for an accommodation.

2. Identifying the nature of the condition which gives rise to the request.

3. Requesting the accommodation. The request must be made well in advance of the need, so that it can be evaluated. Some accommodations may be granted provisionally due to the submitted disability documentation not meeting the required EOO eligibility criteria. In these cases the student is required to provide the required documentation as soon as possible within that particular academic semester. The request for accommodation(s) must be detailed enough to ensure that, if granted, the accommodation can be effectively implemented. The student is to submit a **Request for Accommodation** form to the Equal Opportunity/Disability Specialist.

4. Providing medical documentation. The student must provide timely and adequate written documentation from a treating appropriate health care provider(s) which substantiates the presence of an impairment that rises to the level of a disability, entitles the student to ADA/504 coverage and supports the need for a requested accommodation. Each accommodation request may require additional documentation, and some covered disabilities require intermittent re-testing. The student is responsible for complying in a timely manner with any request for documentation or information from the EO/Disability Specialist.

5. Fulfilling their responsibilities in conjunction with the accommodation. For example,
   - The student must use any device or equipment provided by the University as agreed upon, take due care to ensure its security, and return the equipment in working order.
   - The student must provide **at least 48 hours notice** to the EO/Disability Specialist if s/he needs to reschedule or cancel the use of a service provider (such as an interpreter, captioner, reader or proctor).
   - The student must provide the EO/Disability Specialist with a **detailed schedule** of classes, tests, and other academic schedules which relate to the accommodation, and must provide adequate notice when the tests or courses are rescheduled to ensure that arrangements can be changed.
   - The student must arrive to the scheduled testing location on time and take exams during the designated time periods.

- **The student must regularly open and read email communications from the EOO in order to ensure that he/she receives all communications i.e. test schedule change notifications**.

- **If the notified testing schedule does not coordinate with the student's schedule, the student is to coordinate with the professor to arrange the test times**. **Proper notification, preferably one week, is to be given to the EOO to coordinate proctor/reader services.**

6. Maintaining regular contact with the EO/Disability Specialist. The student should contact the EO/Disability Specialist at least once every semester to provide feedback about the effectiveness of the accommodation and discuss needs for the upcoming semester.

COURSE/MODULE DIRECTOR/FACULTY RESPONSIBILITIES

The course/module director and/or faculty member is responsible for:

1. Informing involved staff about their responsibilities in conjunction with accommodations. Once an accommodation request has been reviewed and granted, individual faculty will be required to participate in the provision, coordination or facilitation of the accommodation. The extent and nature of their responsibilities is determined on a case-by-case basis.

2. Participating in discussions with the EO/Disability Specialist, student, School Disability Officer and/or Accommodation Review Team regarding the requested accommodation.

3. Protecting the confidentiality of the information received regarding the student's disability. Information regarding the impact of the disability upon the student's participation in the course or activity can only be shared with those who have a legitimate educational need to know. These individuals could include co-course directors and faculty assisting with the course.

4. Providing information to the student and/or EO/Disability Specialist regarding academic requirements, course syllabi, testing schedules, and other course activities. The information must be detailed enough and provided in ample time to make appropriate arrangements.

5. Fulfilling their responsibilities in conjunction with the accommodation. For example,

   When testing accommodations are provided by the EO/Disability Specialist, the faculty member is responsible for:

   - Providing the EO/Disability Specialist with the course test schedule **at least by the first day of the semester**

- Providing the EO/Disability Specialist and the student with **one week notice** of any schedule changes
- Coordinating the logistics of accommodated electronic exams with the Dykes Library Electronic Testing Center staff
- Coordinating any subsequent changes in the accommodated testing schedule directly with the student. Communicating any changes in the schedule to the EOO, in addition to the Dykes Library Electronic Testing Center Coordinator or designee
- Providing the EO/Disability Specialist with at least five days notice if special AV equipment will be required in the testing room.
- When paper/pencil exams are involved, ensuring that one copy (two copies if a reader is provided to the student) of the exam are delivered to the Equal Opportunity Office at least three hours before each scheduled exam, or by 4:30 p.m. on Friday if the exam is scheduled for Monday morning.
- Assisting with making arrangements for the retrieval of completed paper/pencil testing material, and informing the EO/Disability Specialist about the arrangements prior to each exam particularly when test-taking extends past 4:30 p.m.
- **Ensuring that any clarifying information provided to students in the main testing location is also provided to the students being accommodated in a separate location.**
  (Note: The course/module director/faculty may delegate some/all of these responsibilities to his/her course coordinator or designee.)

  When the faculty member provides paper/pencil testing accommodations in her/his area, s/he is responsible for:

- Meeting requirements of the approved accommodation, such as a low distraction environment, the appropriate amount of extended time, the scheduling of a reader or proctor, or the acquisition of additional AV equipment.
- **Ensuring that any clarifying information provided to students in the main testing location is also provided to the students being accommodated in a separate location.**

DEAN/DEPARTMENT CHAIR RESPONSIBILITIES

On behalf of the school and department in which the student is enrolled, the Dean or her designee and the Department Chair are responsible for:

1. Participating in discussions with the Accommodation Review Team regarding the financial implications of requested accommodations. Although many accommodations result in minimal financial impact which can be assumed by the department (such as textbooks and photocopies), the responsibility of paying for interpreters, captioners, readers and proctors must be determined before service provision is finalized.

2. Informing course directors, faculty and staff about their responsibilities in conjunction with accommodations. Once an accommodation request has been reviewed and granted,

individual faculty will be required to participate in the provision, coordination or facilitation of the accommodation. The extent and nature of their responsibilities must be determined on a case-by-case basis, and is most appropriately conveyed by the appropriate school official.

3. Protecting the confidentiality of the information regarding the student's disability. Information regarding the impact of the disability upon the student's participation in the program can only be shared with those who have a legitimate educational need to know.

SCHOOL DISABILITY OFFICER RESPONSIBILITIES

The School Disability Officer is responsible for:

1. Assisting with steps necessary to ensure that the school is in compliance with the ADA/504 by performing the following:

   - Notifying students with disabilities of their rights and responsibilities
   - Participating in educational awareness programs regarding disability related issues
   - Reviewing with EO/Disability Specialist the admissions process and accompanying materials
   - Monitoring publications of school related brochures, catalogues, syllabi and other pertinent documents to ensure appropriate disability information is included

2. Participating, as a member of the Accommodation Review Team, in discussions regarding the requested accommodation and assisting with the development of accommodations

3. Protecting the confidentiality of the information received regarding the student's disability. Information regarding the impact of the disability upon the student's participation in the course or activity can only be shared with those who have a legitimate educational need to know. These individuals could include Course Directors and, in some cases, faculty.

4. Acting as liaison among EO/Disability Specialist, course director/faculty, dean/department chair and student

EO/DISABILITY SPECIALIST RESPONSIBILITIES

On behalf of the institution, the EO/Disability Specialist is responsible for:

1. Explaining the disability accommodation process to students and faculty, ensuring that all understand their respective rights and responsibilities and ensuring appropriate individuals are aware of their associated roles and responsibilities.

2. Receiving and processing accommodation requests, conducting an initial review of documentation from appropriate medical provider(s) regarding the existence of a disability

and the nature and extent of the disability, restrictions and limitations, the nature of the accommodation, and the expected duration of any restrictions or accommodations. Obtain a signed and completed **Request for Accommodation** form from the student.

3. Consulting with appropriate university officials in order to determine the following:

   - whether or not the student is qualified for coverage under the ADA or 504
   - the sufficiency of medical documentation
   - anticipated costs of the accommodation
   - the funding source for each accommodation
   - the role and responsibilities of all individuals (including faculty, students, Dykes Library Testing Center staff and service providers) associated with the accommodation
   - whether or not the request is reasonable

4. Coordinating the provision of approved accommodations. Once a request has been granted, the EO/Disability Specialist will confirm the accommodation in writing with involved faculty and course/module directors or designee and oversee service provision arrangements.

5. Depending on the nature of the accommodation, facilitating the purchase of equipment or auxiliary aides by identifying appropriate vendors or resources and/or coordinating the provision of the accommodation.

   When accommodation requires interpreters or captioners, the EO/Disability Specialist and her staff will:

   - Identify appropriate service providers
   - Schedule services in conjunction with the student, faculty and service provider
   - Receive and process service provider invoices
   - Using appropriated funds, ensure timely payment

   When the EO/Disability Specialist has agreed to coordinate testing arrangements, she and her staff will:

   - Reserve appropriate testing rooms
   - Identify and hire proctors and readers, set rates of pay, receive and process timesheets or invoices
   - Schedule services in a timely manner in conjunction with the student, faculty and service provider
   - Receive and distribute testing materials, coordinate the delivery and return of materials, maintain security and confidentiality of testing materials
   - Coordinate arrangements with Dykes Library Testing Center Coordinator and/or staff

6. Maintaining official documentation related to every student who requests accommodation and ensuring that it is retained for five years after the last accommodation.

7. Protecting the confidentiality of the information received regarding the student's disability. Information regarding the disability and/or the impact of the disability upon the student's participation in the course/program can only be shared with those who have a legitimate educational need to know. These individuals who could be told the disability include the Dean and the School Disability Officer; those individuals who could be told the impact of the disability could include course directors and, in some cases, faculty.

8. Conducting follow-up with the student and faculty to determine effectiveness of actions taken.

ACCOMMODATION REVIEW TEAM RESPONSIBILITIES

1. The composition of the Accommodation Review Team consists of the EO/Disability Specialist, Dean or designee, Department Chair &/or Course Director/Faculty, Legal Counsel, Associate Vice Chancellor for Administration, Assistant to the Vice Chancellor, School Disability Officer. This team is convened as necessary to review the requested accommodations, discuss the financial implications, determine the funding source(s), and clarify the roles of the individuals who will participate in the provision of the accommodation.

2. Protecting the confidentiality of the information received regarding the student's disability.