



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.14, **Establishing Reasonable Accommodations for Students with Disabilities**

PURPOSE: The purpose of this Texas Tech Health Sciences Center El Paso Operating Policy and Procedure (TTUHSCEP OP) is to outline the procedures for establishing reasonable accommodation for students with disabilities.

REVIEW: This TTUHSCEP OP will be reviewed by November 1 of even-numbered years (ENY) by the Office of General Counsel, and the Assistant Vice President for Student Services or designees, with recommendations for revision submitted to the Vice President for Academic Affairs (VPAA) or designee by December 1.

POLICY/PROCEDURE:

1. Background

- a. The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 *et seq.*, as amended) mandates equal opportunities for persons with disabilities in all public facilities, programs, activities, services, and benefits derived from them. Title V, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 *et seq.*), as amended, mandates equal opportunity for qualified persons with disabilities in all programs, activities, and services of recipients of federal financial assistance. Both ADA and Section 504 of the Rehabilitation Act are civil rights statutes that prohibit discrimination on the basis of disability, if applicable, obligate colleges and universities to make certain adjustments and accommodations and offer to persons with disabilities the opportunity to participate fully in all institutional programs and activities. Texas Tech University Health Sciences Center El Paso (TTUHSCEP) adheres to these laws and regulations as well as the Texas Commission on Human Rights Act.

2. Faculty Notice

- a. Faculty members are encouraged to announce the following within the first two class periods:

“I would appreciate hearing from anyone who has a disability that may require special accommodations. Please see me during my office hours.”

- b. Faculty members are encouraged to insert one of the following into each course syllabus:

Option I: The University is committed to the principle that in no aspect of its programs, shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability and that equal opportunity and access to facilities shall be available to all. If you require special accommodations in order to participate, please contact the instructor at _____. Students should present appropriate verification from the Office of Student Services. No requirement exists that accommodations be made prior to completion of this approved university process.

Option II: Any student who, because of a disability, may require some special arrangements in order to meet course requirements should contact the instructor at _____ as soon as possible to request reasonable

accommodations. Students should present appropriate verification from the Office of Student Services. No requirement exists that accommodations be made prior to completion of this approved university process.

3. **Eligibility and Procedures for Establishing Reasonable Accommodations**

- a. A student must register with the Office of Student Services and file appropriate documentation in order to be eligible for any disability benefits and services described in this operating policy.
- b. The university-approved mechanism for establishing reasonable accommodation is written notification in the form of a Letter of Accommodation from the Office of Student Services. The Letter of Accommodation indicates to faculty that the student has been given proof of her/his disability and that the accommodation noted is considered appropriate and reasonable. No further proof of disability should be required of the student. Students presenting other kinds of verification should be referred to the Office of Student Services for the appropriate identification. No requirement exists that accommodation be made prior to completion of the approved university process.
- c. A list of service providers that conduct assessments, render diagnosis of Learning Disabilities and/or Attention Deficit/ Hyperactivity Disorder, and make recommendations for accommodations for students can be requested from the Office of Student Services. The Office of Student Services at TTUHSCEP does not endorse any particular service provider. Addresses and phone numbers are subject to change.

Before selecting a qualified professional, ask what his/her credentials are, what experience he/she has had working with adults with learning disabilities and/or attention deficit disorders, and if he/she has ever worked with the Office of Student Services at TTUHSCEP. If he/she has not, you may want to forward them the "Documentation Criteria" to ensure you receive the proper testing required to be eligible for any disability benefits.

After the assessment has been completed, request a written copy of the assessment report as well as make an appointment to discuss the results and recommendations with the professional. Be sure to request additional resources if needed, and always keep a personal file of all your files and records.

In order to obtain accommodations at TTUHSCEP, a copy of the report along with an application should be forwarded to the Office of Student Services. Please allow 15 university working days for process of application.

- d. Faculty members are not required to provide accommodation for a student's disability needs unless the student provides a Letter of Accommodation from the Office of Student Services. Ideally, Letters of Accommodation should be presented to instructors at the beginning of the semester; however, Letters of Accommodation may be submitted at any point during a semester. If a Letter of Accommodation is presented after a semester begins, the accommodation applies only from the date presented to and an email confirmation by the faculty member until the completion of the semester. If the accommodation(s) are not implemented within one week, the student shall immediately contact the Office of Student Services.
- e. Due to the nature of the curriculum, Paul L. Foster medical students seeking accommodations shall willfully request necessary accommodations through the Office of Student Affairs as soon as possible in the manner described above.. Medical students should present verification from their health care provider as to the nature of the accommodation required. No requirement exists that accommodations be made prior to

the completion of this approved process. After receiving the letter of accommodations, the Associate Dean for Student Affairs will convene the Student Affairs Committee to review and/or approve the request.

- f. The Office of Student Services will maintain the confidentiality of all medical and ADA information concerning student employees and students. These records will be kept separate from personnel files and student educational records, and will be accessible only to authorized personnel.

4. **Student Rights and Responsibilities**

After being approved and granted accommodations for your disability, you need to be aware of the rights you have regarding these accommodations. Likewise, you also need to understand your responsibilities that go with the accommodations.

RIGHTS:

It is your right to disclose the letter of accommodations (referred to hereafter as LOA) to any and all instructors. You may not need all accommodations for every class, but any professor that you will need an accommodation from **must** have a copy of your LOA.

It is your right not to use your LOA for any class during a semester. This does not affect your right to have accommodations again for any subsequent semester.

It is your right to request adjustments to your LOA regarding the accommodations for which you are eligible. Additions to your LOA must be supported by appropriate documentation.

It is your right to have your disability kept confidential. The Office of Student Services will not share information regarding your disability with any faculty, staff, parent, or other entities unless you have given written permission to do so.

It is your right to have your approved accommodations provided for you free of charge, as mandated in the Americans with Disabilities Act.

RESPONSIBILITIES:

It is your responsibility to meet with each professor during the first week of class, or within one week of receiving your accommodation letter if it is during the semester, to review your LOA. **The LOA becomes effective on the date it is received by the professor and is not retroactive. The professor needs to notify the ADA Compliance Officer for Students via email of the LOA receipt.**

It is your responsibility to report problems with professors who are not allowing accommodations to the ADA Compliance Officer for Students. This must be done during the semester the problem is occurring and not after grades have been given for the course. If an accommodation(s) is not implemented within one week, the student shall immediately contact the ADA Compliance Officer for Students.

It is your responsibility to request a new LOA for each semester that you are going to need accommodations.

Accommodations for Scanning Materials (if eligible):

If you have text books or documents that you want scanned and recorded on to a CD, this material must be delivered to the Office of Student Services at least four weeks prior to the date needed. **A receipt showing purchase of the book to be scanned must be provided along with your scanning request.**

For Interpreter Services:

Requests for interpreter services should be made within three weeks of completing your registration for classes in order to assure this accommodation is provided on the first day of class.

Accommodations for Interpreter Services (if eligible):

Requests for interpreter services should be made within three weeks of completing your registration for classes in order to assure this accommodation is provided on the first day of class.

Accommodations for Brailing Services (if eligible):

Requests for brailing services must be completed three weeks prior to the date that the material is needed. It is the student's responsibility to provide this office with any and all materials needing to be brailled. Likewise, it is the student responsibility to deliver and pick up completed materials from the Office of Student Services.

5. Temporary Accommodations

Services are extended to students with temporary disabilities only for the duration of their functional limitations associated with their disability.

The eligibility process is the same as for permanent disability cases. After reviewing your documentation, the ADA Compliance Officer for Students will determine appropriate academic services and accommodations depending how you are limited in the academic setting. The only other time that temporary accommodations will be granted is if a student's documentation is out of date, current testing is scheduled, and a student is awaiting their new testing results. In this instance a student will be granted accommodations only for the semester in which the testing is being completed and updated documentation must be submitted by the end of the semester for accommodations to become permanent.

After reviewing your documentation, the ADA Compliance Officer for Students will determine appropriate academic services and accommodations depending how you are limited in the academic setting. You will be given eligibility letters for your instructors outlining the requested accommodations that have been approved.

6. Appeals Process for Denial of Services or Accommodations

Students who are denied services or denied a specific accommodation request by the Office of Student Services may appeal the decision to the Vice President for Academic Affairs(VPAA)or designee. The decision of the VPAA is the final ruling.

7. Right to Change Policy.

TTUHSCEP reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time without the consent of employees, faculty or students.

Attachment A: Disability Services for Students Application for Services

Attachment B: Release of Information Authorization