



# POLICY & PROCEDURE

**Title:** Provision of Academic Accommodation(s)

**Effective Date:** 03/21/2024, replaces previous policy dated 4/1/2021

**Applies to:** Prospective, matriculating, and enrolled students with disabilities at Western University of Health Sciences (WesternU)

**Statement:** WesternU is committed to providing qualified students with disabilities reasonable accommodation so they receive an equal opportunity to participate in and benefit from university academic programs, services, and activities as required by federal and state law.

**Purpose:** This policy provides the framework for which <sup>HF</sup>CDHP establishes disability eligibility criteria, makes disability eligibility determinations, establishes appropriate reasonable accommodations, and the process for students to enroll in <sup>HF</sup>CDHP services.

## **Related Information:**

### **Reasonable Accommodation for Otherwise Qualified Individuals**

The Americans with Disabilities Act defines disability “with respect to an individual as: (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment” (42 U.S.C. § 12102(2)). Disabilities may include, but are not limited to, learning differences or disabilities, physical and mobility impairments, sensory impairments, psychological disorders, and/or chronic health impairments. Students with a condition that rises to the level of a disability are entitled to reasonable accommodations. Conversely students that do not qualify as a person with a disability or have no disability-related need for the accommodation or modification would not qualify for accommodation.

WesternU is committed to providing reasonable academic adjustments, auxiliary aids, and/or program modifications (accommodations) to otherwise qualified students who self-identify as having a disability to ensure their equal access to the University’s services, programs, and activities as required by federal and state law.

<sup>HF</sup>CDHP is the designated office at WesternU to determine and approve specific academic modifications or accommodations.

### **Verification of Disability**

It is the responsibility of the student with a disability to notify <sup>HF</sup>CDHP of an accommodation request and to provide appropriate documentation to substantiate the limitations of the student’s disability. Students should review <sup>HF</sup>CDHP’s [Requirements for Disability Documentation](#).

Eligibility for reasonable accommodations and services are determined holistically considering disability documentation, the student’s report of how their condition impacts them, perceived need

for accommodations, history of accommodations (if any), and program requirements including technical standards. Lack of accommodation history or specific documentation should not prevent a student from making a request for accommodation; however, to be considered a disability that warrants accommodation, the condition must limit one or more major life activities. <sup>HF</sup>CDHP may request additional documentation to support an accommodation request if needed.

Having received accommodations in high school through an Individualized Education Program (IEP) or a 504 plan does not automatically make a student eligible for services at WesternU. The student must register for services and provide supporting documentation for review; IEPs are not acceptable forms of documentation. If it is determined that a student is eligible to receive accommodations, the recommended accommodations may be different from those the student received in high school or during their undergraduate experience.

### **Assessment and Accommodations**

<sup>HF</sup>CDHP's involvement in the accommodation process is intended to provide students with disabilities with the legally mandated and necessary support to work toward a higher education and provide legal protection for faculty members and instructors. Should a student inform their college of the need for academic accommodations, the college should refer the student to <sup>HF</sup>CDHP. The student should then contact <sup>HF</sup>CDHP to begin the accommodation request process. Students are required to complete the Student Intake Form and submit documentation of their disability to [disabilityaccommodations@westernu.edu](mailto:disabilityaccommodations@westernu.edu). Upon receipt, <sup>HF</sup>CDHP staff will reach out to the student within three (3) business days to schedule an appointment to begin the interactive process. Given <sup>HF</sup>CDHP's role in the accommodation process is to provide students with disabilities with the legally mandated and necessary support to work toward a higher education, any requests made by students directly to instructional personnel related to their academic courses, even if implemented, are not considered a reasonable accommodation.

As each disability and the circumstances surrounding each request for accommodations are unique, accommodations for students will be determined on a case-by-case basis. Reasonable accommodations include but are not limited to academic modifications, auxiliary aids, test accommodations, assignment flexibility, mobility assistance, physical access, architectural modification, notetaker accommodations, disability management advising, accessible furniture, alternative media, real time captioning, and sign language interpreters.

<sup>HF</sup>CDHP does not provide accommodations deemed unreasonable to include those that impose an undue economic or administrative burden on the University, fundamentally alter the academic program, an essential feature of the curriculum or technical standards of the program, lower the standards of the University, or jeopardize the safety of others. Moreover, <sup>HF</sup>CDHP does not provide services of a personal nature such as attendants, care takers, homework assistance or tutors, typing services or prescriptive aids such as eyeglasses or hearing aids, nor does it provide diagnostic evaluations of disabilities.

## Enrollment in <sup>HF</sup>CDHP Services

Students will follow to the steps listed below to enroll in <sup>HF</sup>CDHP services:

### Procedure Steps:

	<b>Action</b>	<b>Responsible for Implementing</b>
<b>1</b>	Complete and submit the electronic Student Intake Form.	Student
<b>2</b>	Submit documentation of a disability to <a href="mailto:disabilityaccommodations@westernu.edu">disabilityaccommodations@westernu.edu</a> as outlined in the Requirements for Disability Documentation.	Student
<b>3</b>	Schedule an Introductory Meeting within three (3) business days of receipt of Student Intake Form and documentation.	<sup>HF</sup> CDHP Staff
<b>4</b>	During the Introductory Meeting, <sup>HF</sup> CDHP's Associate Director or Director will engage the student in the interactive process to discuss criteria for disability, student's self-report of disability, functional limitation(s), known or anticipated barriers, and potential reasonable academic accommodations and/or adjustments.	Student/ <sup>HF</sup> CDHP Associate Director or Director
<b>5</b>	Schedule Enrollment Meeting upon <sup>HF</sup> CDHP's determination that the student meets the criteria to be considered eligible for academic accommodations.	<sup>HF</sup> CDHP Staff
<b>6</b>	During the Enrollment Meeting, <sup>HF</sup> CDHP's Associate Director or Director will continue to engage the student in the interactive process to assign accommodations and review policies and procedures for accessing them.	Student/ <sup>HF</sup> CDHP Associate Director or Director
<b>7</b>	<sup>HF</sup> CDHP staff will email any necessary paperwork (i.e., Confirmation of Accommodations, policies, procedures, Confidentiality, Release of Information, and Maintenance of Records, and Student Handbook) to the student through DocuSign.	<sup>HF</sup> CDHP Staff
<b>8</b>	Upon approval of academic accommodation(s), <sup>HF</sup> CDHP will issue an Accommodation Memorandum to the College Accommodation Liaison (CAL) and	<sup>HF</sup> CDHP Staff

	designated college staff. The student will be copied on the correspondence.	
<b>9</b>	The College has three (3) business days to implement the accommodation(s). Some accommodations require additional time to put into place. <sup>HF</sup> CDHP staff will work with the student's program faculty to ensure the accommodation is implemented as soon as possible and the student will be notified should this occur.	<sup>HF</sup> CDHP Staff
<b>10</b>	Should a student be dissatisfied with the delivery of accommodations, determination about accommodations, or other issues of access, the student will be referred to the <a href="#">Student Academic Accommodations Grievance Procedures</a> .	Student

### Implementation of Accommodations

When a student is approved for academic accommodations, <sup>HF</sup>CDHP will need to notify the college at least three (3) business days before the accommodations can be implemented. <sup>HF</sup>CDHP will provide an Accommodation Memorandum to the College Accommodations Liaison (CAL) and designated personnel within the college. A copy will also be provided to the student for their records. The designated CAL within each WesternU college works in collaboration with <sup>HF</sup>CDHP to implement reasonable accommodations and academic adjustments for students with disabilities and is responsible for managing student academic accommodations within the college.

Accommodations are valid for the duration of the student's program unless otherwise stated on the Accommodation Memorandum. Provisional accommodations are occasionally provided on a conditional basis generally when information is not fully available, and the student is in the process of acquiring documentation or is undergoing an evaluation. <sup>HF</sup>CDHP may implement accommodations for a specific duration to allow the student the time to obtain the documentation. Temporary accommodations are extended to students with temporary disabilities only for the duration of the functional limitations associated with their condition.

Upon approval of accommodations, <sup>HF</sup>CDHP staff will also review the specific procedures for each accommodation for which <sup>HF</sup>CDHP has determined the student eligible. Students will be required to review, sign, date, and return the procedures to <sup>HF</sup>CDHP through DocuSign. Failure to return the procedures may result in a delay in implementation.

Should a student experience barriers within their curriculum or assessments, the student is responsible to contact <sup>HF</sup>CDHP immediately to discuss adjustments or modifications to their academic accommodations. Students can request a re-evaluation of their accommodations or request new accommodations at any time during their academic program. In such instances,

additional documentation may be necessary. Once approved, all accommodations will be implemented according to their scope and application in all applicable settings, accommodations, however, are not retroactive.

**Definitions:**

**Academic adjustments:** modifications to how students participate in classes and activities. These modifications allow students to meet standards, but do not change them.

**Disability:** a person who has a physical or psychological impairment that substantially limits one or more major life activities; or a record of such impairment; or is regarded as having such as impairment [42 U.S.C. §12102(1)].

**Functional limitations:** a restriction or impairment in a person’s ability to function in a way that falls within the normal range for the activity.

**Interactive process:** is the process by which <sup>HF</sup>CDHP works together with a student to determine if the student has a qualifying disability that requires reasonable academic accommodations/ adjustments and the accommodations/adjustments that the institution will provide.

**Qualified student with a disability:** a student with a disability who meets the academic and technical standards requisite for admission or participation in the institution's educational program or activity (34 CFR Part 104).

**Reasonable accommodations:** modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program or a job without fundamentally altering the essential nature of a course, academic program, or job or result in an “undue burden.”

**Regulatory Information:** Subpart E of Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, California and Oregon state law,

**Related Procedures:** Accessible Media; Alternative Media Policy and Procedure; Exam Proctoring; Extension of Assignments; Requesting/Cancelling Sign Language Interpreters; and Requesting/Cancelling Remote Communication Access Realtime Translation (CART) Services

**Related Links:** [CDHP’s Registration Process](#), [CDHP Documentation Requirements](#)

**Responsible Department:** Harris Family Center for Disability and Health (<sup>HF</sup>CDHP)

**Contact:** Director of <sup>HF</sup>CDHP

**Email:** [disabilityaccommodations@westernu.edu](mailto:disabilityaccommodations@westernu.edu)

**Origination Date:** 08/11/2006

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**Next Review Date:** 04/01/2027

**Policy reviewed by: (check all that apply)**

Academic Senate	X	General Counsel	Provost's Office
Biosafety Committee		Human Resources	Radiation Safety Committee
Board of Trustees		IACUC	VP Research & Biotechnology
Chief Financial Officer		Information Technology	Sponsored Programs
Clinic Administration		Institutional Review Board	X University Risk Management
Dean's Council		Operations Council	University Compliance Office
Directors of Operations		President's Office	University Policy Office
Environmental Health & Safety		Procurement	X University Student Affairs