



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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

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

REVIEW: This HSC OP will be reviewed by November 1 of even-numbered years (ENY) by the Office of General Counsel and the Director of Student Disability Services, with recommendations for revision forwarded to the Associate Provost for Student Affairs 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 (TTUHSC) 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 insert the following statement into each course syllabus:

Any student who, because of a disability, may require special arrangements in order to meet course requirements should present a Letter of Accommodation from Student Disability Services to the course instructor (or program director). Please note that instructors are not allowed to provide classroom accommodation to a student without appropriate verification from Student Disability Services. For additional information, please contact Student Disability Services in Academic Classroom Building 2C400 (Lubbock), by telephone 806-743-1926, or by email disabilityservices@ttuhsc.edu.

3. Eligibility and Procedures for Establishing Reasonable Accommodations

- a. A student must register with Student Disability 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 (LOA) from the Student Disability Services.

The LOA indicates to faculty that the student has provided proof of their disability and that the accommodation noted is considered appropriate and reasonable. Accommodations are considered reasonable as paired with the essential functions in each program and students should be aware of the specific nature of the curriculum within the various schools at TTUHSC. No further proof of disability should be required of the student. Students presenting other kinds of verification should be referred to the Student Disability Services for the appropriate identification.

No requirement exists that accommodation be made prior to completion of the approved university process. Classroom accommodations should be implemented within 1 week (5 business days) of the student and faculty discussing implementation.

- c. A list of service providers that conduct assessments, render diagnoses, and make recommendations for accommodations for students can be found on the Student Disability Services website or requested from the staff. Student Disability Services at TTUHSC does not endorse any particular service provider. Addresses and phone numbers are subject to change.

Before selecting a qualified professional, ask what their credentials are, what experience they have working with adults with learning disabilities and/or attention deficit disorders, and if they have worked with Student Disability Services at TTUHSC. If they have not, you may want to provide them the Documentation Guidelines found on the Student Disability Services website.

After the assessment has been completed, request a written copy 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 copy for your records.

In order to obtain accommodations at TTUHSC, a copy of the report (documentation) along with an application, should be provided to the Student Disability Services. Please allow up to two weeks to process a complete file.

- d. Faculty members are not required to provide accommodation for a student's disability needs unless the student provides a Letter of Accommodation from Student Disability 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 an LOA is presented after a semester begins, the accommodation applies only from the date the LOA is presented to the faculty member. If the accommodation(s) are not implemented within 1 week (5 business days), the student shall immediately contact the Student Disability Services.
- e. Student Rights and Responsibilities is a document discussed with each student during the initial intake meeting. The Rights and Responsibilities document details the student's right to choose to use accommodations, the right to request adjustments at any time, and the right to have accommodations provided to them free of charge. This document also outlines the student's responsibility to follow the Code of Conduct regardless of disability, the responsibility to discuss accommodations with faculty in order to implement said accommodations, the responsibility to report any issues with accommodations back to Student Disability Services during the semester in which the issue arises, and the responsibility to request a Letter of Accommodation for each semester enrolled.
- f. Student Disability Services will maintain the confidentiality of all medical and ADA information concerning students. These records will be kept separate from personnel files and student educational records, and will be accessible only to authorized personnel.
- g. Temporary accommodations 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 for a temporary disability as it is for a permanent disability. After reviewing documentation, Student Disability Services will determine appropriate accommodations dependent on temporary limitations the student has in the academic setting. Student Disability Services may also grant temporary services to a student who is working to obtain relevant documentation. Student Disability Services will review their file at the end of each semester in order to seek appropriate documentation or to substantiate further need for services.

4. Appeals Process for Denial of Services or Accommodations

Students who are denied services or denied a specific accommodation request by Student Disability Services may appeal the decision to the Associate Provost for Student Affairs. The decision of the Associate Provost for Student Affairs is the final ruling.

5. Right to Change Policy

TTUHSC 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.