Policy Statement.
The University of North Texas Health Science Center ("UNTHSC" or "the university") is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, accommodations and auxiliary aids and services will be provided to the extent necessary to comply with state and federal law.

Application of Policy.
This policy applies to all UNTHSC students.

Definitions.

1. **Student Accommodations Coordinator.** Official within the Center for Academic Performance who is initially responsible for the coordination of requests for student accommodations.

2. **Disabled.** Means having a physical or mental impairment which substantially limits one or more of a person’s major life activities, a record of such an impairment, or being regarded as having such an impairment.

3. **Qualified student with a disability.** A student with a disability who, with or without reasonable modifications and accommodations, meets the essential eligibility requirements and requisite academic and technical standards required for admission and participation in the educational program and activities.

4. **Accommodations.** A modification or adjustment to a course, program, activity or facility that enables a qualified individual with a disability to have an equal opportunity to attain the same level or performance or to enjoy equal benefits and privileges as are available to an individual without a disability. Denial of modifications or adjustments to academic requirements that are essential to the course, to a student’s program of instruction, or which relate directly to licensing requirements will not be regarded as discriminatory. Modifications may include but are not limited to: extended time for exams, reduced distractions in testing environments, degree modifications and relocation of classrooms to accessible locations.
5. **Auxiliary Aids and Services.** Means accommodations that assist students with disabilities in the educational setting. Auxiliary aids and services may include but are not limited to digital textbooks, note-takers, sign language interpreters, enlarged tests and real-time closed captioning. Devices or services of a personal nature such as personal attendants, individually prescribed devices, or reader for personal use or study are not provided.

**Procedures and Responsibilities.**

**STUDENT RESOURCES**

1. The Student Accommodations Coordinator in the Center for Academic Performance – The official within the Center for Academic Performance who is responsible for determining and coordinating appropriate accommodations and/or auxiliary aids and services for qualified prospective, newly admitted, or currently enrolled students.

**STUDENT ELIGIBILITY**

1. Students are eligible for accommodation and/or auxiliary aids and services if they have a documented disability and the Student Accommodations Coordinator has met with the student and determined that the functional limitations of the disability require such accommodation and/or auxiliary aids and services.
   a. Newly accepted and currently enrolled students are responsible for initiating a disability-related request for accommodation or auxiliary aids and services with the Student Accommodations Coordinator prior to the time when the accommodation or auxiliary aids or service will be needed.
   b. Prospective students may request reasonable accommodation (for testing, campus tours or orientation) at any time during the application process by submitting an oral or written request to the Student Accommodations Coordinator in the Center for Academic Performance.

2. Students must provide timely, relevant, and complete written documentation of a disability for which accommodation is requested, including:
   a. A diagnostic statement from an appropriate professional identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis.
   b. A description of the current functional impact of the disability.
   c. Treatments, medications, assistive devices or services currently prescribed.
   d. The relevant credentials of the diagnosing professional(s) such as medical specialty and professional licensure.

3. The Student Accommodations Coordinator has the discretion to determine what type of documentation is necessary to establish the present level of the student’s disability and its impact on the student’s needs in the UNTHSC setting. Any costs related to this initial documentation will be the responsibility of the student.
The Student Accommodations Coordinator may determine the need for a second professional opinion concerning the nature or severity of a student’s disability. Costs related to obtaining a second opinion will be assumed by UNTHSC to the extent not otherwise covered by student insurance.

DETERMINATION AND NOTIFICATION

1. Determination - The Student Accommodations Coordinator will determine whether accommodation or auxiliary aids or services are appropriate following an individual assessment of a student’s written documentation and a personal meeting with the student. Among factors to be considered in determining appropriate accommodations, auxiliary aids and services are:
   a. The nature of the student’s disability.
   b. Accommodations, auxiliary aids and/or services that have worked for the student in the past.
   c. Whether the requested accommodation, auxiliary aides and/or services will allow the student to effectively access and participate in the course or academic program.
   d. Whether the requested accommodation, auxiliary aids and/or services will alter the essential requirements of the course or program.

2. The university is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of that course or program. Decisions regarding accommodation, auxiliary aids and/or services may require consultation with UNTHSC faculty and/or administrators to consider the fundamental nature of a course or academic program.

3. Notification - The Student Accommodations Coordinator will provide a student with written notice regarding the determination and any approved accommodations, or auxiliary aids and/or services within seven (7) business days of receiving the request for accommodation. If a student’s request requires additional consideration beyond the seven (7) day timeframe, the Student Accommodations Coordinator will provide the student with written notice of the status of the request and the proposed date for a final determination.

IMPLEMENTATION OF ACCOMMODATIONS AND/OR AUXILIARY AIDS AND SERVICES

1. Accommodations and/or auxiliary aids and services directly through the Center for Academic Performance - Certain accommodations and/or auxiliary aids or services may be approved and provided directly through the Center for Academic Performance.

2. Accommodations and/or auxiliary aids and services requiring cooperation of faculty - Certain accommodations and/or use of auxiliary aids and services may require cooperation from faculty members who teach a class in which a student is enrolled.
   a. As early as possible in a semester, a student who has been approved for accommodation and/or use of auxiliary aids or services should seek a confidential meeting with faculty members to:
i. Provide the notice from the Student Accommodations Coordinator approving the accommodation and/or use of auxiliary aids or services; and,

ii. Make arrangements for implementation of the approved accommodation and/or use of auxiliary aids and services.

b. The faculty member may not disclose the student’s disability to any other student or faculty member without the consent of the student.

c. Faculty members may not deny an approved accommodation without consulting the Student Accommodations Coordinator to consider alternate means to accommodate a student’s disability.

3. Modification of academic requirements

a. A student with a documented disability may request a modification of certain generally applicable academic requirements by submitting a request to the Student Accommodations Coordinator as early as possible once the need is identified. The student must provide current documentation related to the disability and a statement specifically describing the requested modification and the basis for the request.

b. The Student Accommodations Coordinator will verify that the disability is documented by current information that is consistent with the university requirements for documentation of a disability.

c. The Student Accommodations Coordinator will forward the complete set of student documents to the appropriate academic decision maker within seven (7) business days of receiving the complete request from the student. The time frame may be extended if the Student Accommodations Coordinator finds just cause.

d. The appropriate decision maker will perform an individualized assessment of the student’s request to consider:

   i. The nature of the student’s disability and the relationship to the requested modification.

   ii. Whether the requested modification will provide the student with an equal educational opportunity; and

   iii. Whether the requested modification would alter the essential requirements or standards, or would change the fundamental nature of the program.

 e. The academic decision maker will provide written notice of a decision to the students within ten (10) business days of receiving request. The deadline may be extended for just cause. If the request is denied, the notice will include the reason for the decision.

f. A student who disagrees with a decision on the modification of academic requirements may appeal in writing to the Vice President for Student Affairs within ten (10) business days of the decision. The appeal should include:

   i. The original request and all supporting documentation,

   ii. A copy of the notice of the decision issued by the academic decision maker,
iii. A statement of the basis for disagreement with the decision which
must be made on grounds other than the general dissatisfaction with
the decision.

g. The Vice President for Student Affairs will consider:
   i. Whether the proper criteria and facts were considered by the
      academic decision maker or whether improper or extraneous facts or
criteria were considered that substantially affected the decision
maker to the detriment of the student.
   ii. Whether any procedural irregularities substantially affected the
   outcome of the decision to the detriment of the student.
   iii. Given the proper facts, criteria and procedure, was the decision one
   which a person in the position of the academic decision maker might
reasonably have made.

h. The Vice President for Student Affairs will issue a decision and notify the
student within ten (10) business days of receiving the request.

i. The process for appeal of a decision for modification of academic
requirements will supplant all other appeal procedures provided in this policy
or any other grievance procedure related to request for accommodations.

DISPUTE RESOLUTION
1. A student requesting an accommodation and/or use of auxiliary aids or services
may seek dispute resolution in accordance with the procedures below if the
student either:
   a. Disagrees with a decision of the Student Accommodations Coordinator,
      or;
   b. Is dissatisfied with the final accommodation,

2. Informal Resolution- Within seven (7) business days of receiving notice from the
Student Accommodations Coordinator, or of any perceived failure to provide
approved accommodation, a student may seek informal dispute resolution
through the Student Accommodations Coordinator. If the Student
Accommodations Coordinator cannot reach agreement with the student to
resolve the concerns formally, the Student Accommodations Coordinator will
take the step described below to submit the matter for further review by the
Vice President for Student Affairs.

3. Formal Resolution – The Vice President for Student Affairs will review all written
materials submitted by the Student Accommodations Coordinator and will
interview, as necessary under the circumstances, the student, the Student
Accommodations Coordinator, any faculty member involved and any other
person deemed relevant to the issue. The Vice President for Student Affairs will
issue a decision within seven (7) business days of receiving notice from the
Student Accommodations Coordinator and will distribute notice of the decision
to the affected parties. The decision of the Vice President for Student Affairs will
be final.

   Responsible Party: Equal Employment Opportunity Office
References and Cross-references.
Section 504 of the Rehabilitation Act of 1973 and the 1991 Americans with Disabilities Act (ADA)

Forms and Tools. (optional)
UNTHSC Catalog: http://www.hsc.unt.edu/catalog/

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