



**Angelo State University**  
**Operating Policy and Procedure**

**OP 10.15: Providing Accommodations for Students with Disabilities**

**DATE:** February 14, 2017

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to specify the university's responsibilities regarding providing services to students under the Americans with Disabilities Act and other relevant state and federal legislation.

**REVIEW:** This OP will be reviewed in April every five years, or as needed, by the director of student disability services with recommended revisions forwarded through the executive director of student affairs and the vice president for student affairs and enrollment management to the president by May 1.

**POLICY/PROCEDURE**

**1. Policy**

- a. Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.
- b. All students at Angelo State University must have the capacity and ambition to undertake, with reasonable accommodation from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree or certification programs which they are pursuing.

**2. Definitions**

- a. An "individual with a disability" is defined as a person who (1) has a physical or mental impairment that substantially limits a major life activity, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.
- b. "Major life activities" include walking, seeing, hearing, breathing, speaking, learning, working, caring for oneself, performing manual tasks, thinking, reading, concentrating, eating, sleeping, standing, lifting, bending, and communicating. The following bodily functions covered as a major life activity include, but are not limited to: functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

- c. “Reasonable accommodations” means those modifications which address the particular condition, and which do not fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations being provided; or which do not fundamentally alter the academic objectives and requirements of an individual course or the requirements for a degree.

### **3. Procedures**

- a. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at [ADA@angelo.edu](mailto:ADA@angelo.edu) to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.
- b. Faculty members will include in each course syllabus a statement directing students to the Office of Student Affairs to initiate a request for accommodation. Faculty members are not authorized to provide accommodation for a student’s disability needs without approval from the Office of Student Affairs.
- c. Requests for reasonable academic accommodations will be reviewed on a case-by-case basis, taking into account the essential elements of the academic course and/or the degree being sought. To the extent practical, the Office of Student Affairs, working in collaboration with the appropriate academic and/or administrative department, will authorize reasonable accommodations to assist qualified individuals with disabilities to have full and equal access to the programs and services of the university and a full and equal opportunity to meet the academic requirements of their courses and/or their degree requirements, consistent with published academic requirements and the applicable provisions of federal and state legislation.
- d. Requests for reasonable accommodations for non-academic settings will also be reviewed and handled by the Office of Student Affairs in coordination with other campus departments.

### **4. Confidentiality**

It is the policy of the Office of Student Affairs to hold confidential all communications, observations and information made by and/or between students, faculty, and staff. Disability records and documentation are educational records and protected under the Family Educational Rights and Privacy Act. Information may be released to faculty and/or staff on a “need to know” basis if there is a compelling and legitimate educational reason for the disclosure.

### **5. Reasonable Accommodations at University-Sponsored Events**

The university will provide reasonable accommodations for all university-sponsored activities, on or off campus, provided that adequate notice has been given as to the need for accommodations. The cost of providing a reasonable accommodation is the responsibility of the sponsoring department.

[Minor revisions: February 14, 2017]

## **6. Reasonable Accommodations at Non-University-Sponsored Events**

Reasonable accommodations at events held on university property by non-university organizations or individuals will be the responsibility of the sponsoring organization or individual.

## **7. Grievances**

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook sections on the Anti-Discrimination Policy and Grievance Procedures. The grievance process would include the Director of Student Disability Services. Any students seeking remedy on the basis of a disability must register with the Office of Student Affairs and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by the Director of Student Disability Services may appeal the decision to the Executive Director of Student Affairs, University Center, Room 112.