[Reviewed with no changes: April 27, 2012]

Angelo State University
Operating Policy and Procedure

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

DATE: April 27, 2012

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 of even-numbered years by the executive director of student life with recommended revisions forwarded through the vice presidents 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 are also covered as a major life activity: 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 disability 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 Student Life Office 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 Student Life Office, Room 112 University Center, at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. The Student Life Office 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 Life 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 Life.

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 Student Life Office, 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 Life in coordination with other campus departments.

4. Confidentiality

It is the policy of the Student Life Office 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.

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6. Reasonable Accommodations at Non-University-Sponsored Events

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

7. Grievances

Students who feel that they have been the subject of discrimination based on a disability should file a report with the Student Life Office. Decisions made by the Student Life Office concerning the complaint or decisions regarding the reasonableness or appropriateness of accommodations may be appealed to the vice president for student affairs and enrollment management or the individual acting in that capacity.