



Disability Accommodation, Documentation, and Procedures

I. Purpose & Scope of Policy

Maryville University is committed to providing equal educational access for all of its students by ensuring that students with qualified disabilities receive reasonable accommodations that support effective participation in all aspects of the educational experience. Maryville University does not discriminate on the basis of disability in its admission, recruitment, academics, housing, research, financial aid, counseling, employment assistance, and/or any other service, facility, or privilege available to students or potential students. It is the University's policy to provide individuals with qualified disabilities full and equal enjoyment of the services, facilities, and privileges of the University.

The University is committed to students' equal access to programs, services and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Under these laws, a person has a disability if he/she:

- has a physical or mental impairment that substantially limits one or more of the major life activities (such as walking, standing, seeing, speaking, hearing, sitting, breathing, reading, learning, performing manual tasks, caring for oneself);
- has a record or history of such impairment; or
- is regarded as having such impairment.

The degree to which a disability imposes a functional limitation on the student's ability to perform a major life activity is a significant determining factor in establishing the need for accommodations.

II. Accommodation of Disabilities

Students or potential students with disabilities as defined by applicable law have the right to request reasonable accommodations from the University. Where applicable, the University will make reasonable accommodations for individuals with disabilities.

Reasonable accommodations under this Policy may include reasonable modifications to the University's policies, practices, and procedures where necessary for individuals with disabilities, unless doing so would alter requirements that are essential to the instruction being pursued or to licensing requirements. When applicable, the University will also provide necessary and reasonable auxiliary aids and services for individuals with disabilities. The University strives to remove barriers for individuals with disabilities and to provide services, facilities, and privileges to achieve equal opportunity for individuals with disabilities. Examples of some areas in which reasonable accommodations may be available include, but are not limited to: classroom and/or testing situations, academic support resources, access to facilities, assistive technology (enlarged print, access to text-to-speech programs, etc.), registration, extracurricular University activities including athletics, dining and parking.

In setting forth this Policy, however, it is important to note that some professions for which the University may offer programs may have certain cognitive, sensory, affective, and/or psychomotor functional requirements that are essential functional requirements for the profession. Thus, individuals must be able to meet those functional requirements, with or without reasonable accommodation, in order to participate in the University's programs. For information on such functional abilities essential to professions for which the University offers programs, individuals should consult with:

Allison Fuller, Director of Disability Support and Success
University Library 104B, 314.529.9374, afuller2@maryville.edu

III. Procedure for Requesting Accommodation

Students bear the responsibility for disclosure of a disability and the request for reasonable accommodations. The University's Division of Student Success in consultation with the individual, faculty, staff, and other departments as necessary, focus on assessing each individual's situation to identify needs and appropriate, reasonable accommodations. Both supportive documentation (as relevant) and a confidential interview with the student help to provide needed information. The following contact information should be used to seek information regarding disability accommodation and/or request a reasonable accommodation:

Allison Fuller, Director of Disability Support and Success
University Library 104B, 314.529.9374, afuller2@maryville.edu

Any individual with a disability seeking accommodation should submit the following materials to the Division of Student Success, and account for the following:

1. Request for Accommodations. During a confidential initial interview, the Division of Student Success asks individuals who request accommodations to provide a description of the condition(s) for which they are seeking accommodation, past accommodations sought and/or provided, and the individual's explanation of the condition's likely impact on educational experiences at the University, in addition to other pertinent information.
2. Supporting Documentation. Documentation is an important tool for determining qualification for accommodation, reasonable accommodations, and developing a plan for providing such accommodations. Appropriate documentation will vary depending on the nature of the condition being considered; for example, certain long-term, observable physical conditions may have limited documentation requirements for accommodation determinations.

Relevant documentation includes, but is not limited to the individual's description of his/her needs; records of past accommodations and services from another educational institution or environment; formal psychological or medical evaluations or testing, and letters from health, education or service providers; school records; and/or other documentation as necessary and appropriate, including by the University's request.

Note: If an individual does not have copies of this type of information, the individual is welcome to meet with appropriate Division of Student Success personnel to discuss obtaining such information and/or other materials that may assist in establishing the existence of a disability requiring accommodation, demonstrating the impact of a disability on the educational experience, and/or evaluating available reasonable accommodations.

Note: When submitting materials, the individual should consider the following questions: (a) How does my condition(s) affect or how may it affect my educational experience or participation at the University? (b) What tools or strategies facilitate my access at the University, and what has been successful or unsuccessful in the past? And, (c) What barriers can I anticipate to my educational experience or participation at the University based on my condition(s)?

Note: Medical information provided by an individual pursuant to this Policy will be kept confidential to the extent possible, except that information may be shared as necessary to implement accommodations.

3. **Timeframe for Submission.** Documentation must be submitted within a reasonable time frame. Determination of eligibility for accommodations, development of plans for providing reasonable accommodations, and implementing reasonable accommodations for many conditions may require ample notice. To obtain accommodations by the start of an academic period, the individual should contact the Division for Student Success as soon as possible and preferably at least three weeks before the first day of classes. Such notice allows individuals and the University a reasonable period of time to engage in the process set forth in this Policy. The Division for Student Success should be consulted for more information regarding documentation and the timeframe for submission.

IV. Procedure Following Request for Accommodation

Following the process outlined in Part III of the Policy above, the Division of Student Success will review the materials submitted by the individual, with the assistance of an outside medical professional (if necessary), and conduct a confidential interview/meeting with the individual. Reasonable accommodations are determined through the collaboration of the Division of Student Success, the individual, appropriate faculty, individual departments, and outside professionals (as warranted), with consideration for essential standards of courses, programs, services and activities, or status of facilities. When the accommodation requires adaptation of University space, it is necessary to include Facilities Management and Planning (and other appropriate University officials) in the evaluation, planning and facilitation of the accommodation.

When a reasonable accommodation is deemed necessary, the Division of Student Success will develop a plan identifying the student's condition(s) requiring accommodation, the circumstances under which accommodations are needed, and the reasonable accommodations recommended by the Division of Student Success in the collaborative process described above. The University will involve the individual, as well as the collaborators (as appropriate), in developing the plan. The individual's participation in developing the plan is strongly encouraged to ensure mutual understanding and accomplishment of the plan's goals.

Information in the plan developed by the Division of Student Success will be distributed to those who need to know that information to put any accommodation in place. Additionally, the Division of Student Success will contact individual faculty members to discuss, as necessary, the recommended accommodations and the process for implementation. Faculty members are expected to assist with provision of accommodations when reasonable and necessary without compromise to essential elements of the course or evaluation standards. If agreed upon accommodations are not implemented in an effective or timely manner, the student is encouraged to contact the Division of Student Success.

If an accommodation is provided, then the accommodation applies on a prospective basis. For example, an accommodation provided does not apply to course work completed before the request for and implementation of the accommodation was provided. The Division of Student Success arranges for the

accommodation(s). However, it is the individual's responsibility to establish and maintain communication with his/her instructors and for the individual to keep up with his/her responsibilities.

V. Temporary Accommodations

The University recognizes that the disability accommodation process under this policy may take time. As a result, it is important that an individual requesting accommodation provide promptly all information required under this policy to allow the Division of Student Success to function.

In some cases, however, the process cannot be completed before an accommodation must be implemented. As a result, on a case by case basis and when reasonable, a temporary accommodation may be implemented pending completion of the disability accommodation process under this policy. Such a temporary accommodation is implemented solely based on the need for additional time to complete the disability accommodation process, and shall be in place only until the disability accommodation process is completed. The provision of a temporary accommodation should not be construed in any way as a reflection of eligibility for accommodation or a determination as to the reasonableness of the accommodation provided. The provision of a temporary accommodation does not in any way change the requirements of this policy, nor is a student relieved of meeting those requirements.

VI. Maintaining Contact with the Division of Student Success

Each individual requesting and/or receiving a reasonable accommodation under this Policy is encouraged to maintain close contact with the Division of Student Success and his/her instructors. Additionally, the individual is encouraged to provide feedback as to the effectiveness of accommodations provided.

VII. Concerns and Complaints

Any individual who has concerns about accommodations provided or not provided or who wishes to submit a complaint about discrimination or harassment based on disability should contact the Division of Student Success, the Dean of their department, and/or the University President. The University endeavors to provide prompt and equitable resolution to student concerns.