



Policy AA6.11: Accommodations for Students with Disabilities

Oversight	Information
Policy Type	Academics, Compliance
Policy Owners	Chief Academic Officer, Compliance Specialist
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Policy

American Sentinel University is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA).

Applicants, prospective students or current students with disabilities have the following rights and responsibilities:

- Have the right to equal access to all programs.
- Disability records will be maintained separately from academic records; disability records will be used solely to determine appropriate services.
- Have the responsibility to give advance notification of accommodations needed prior to the beginning of enrollment.
- Have the responsibility to submit both documentation of their disability and a request for services.
- Have the responsibility to initiate the request for services or accommodations; requests should be addressed to the University President; students must communicate to the University President or designated members of the University staff the nature of their disability and any necessary and reasonable accommodations to allow them full participation in programs.
- Students must meet the requirements of the academic program of study with or without reasonable accommodation.

Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university's review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined to begin his/her education. Any interruption in education may affect the student's eligibility for Financial Aid.

All students seeking accommodation under Section 504 of the Rehabilitation Act or the ADA must submit documentation of physical or mental disability from qualified medical or testing personnel. Expenses incurred in obtaining such documentation are the responsibility of the



student. The following documentation should be forwarded to the University President upon admission or at any time concurrent with a request for accommodations:

For physical disabilities:

- A statement of the physical impairment from a licensed health care professional who is qualified and currently or recently associated with the student.
- A statement as to how the student is limited in functionality in a major life activity.
- Recommendation as to reasonable accommodations for the classroom.
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram, type of hearing loss (conductive, sensor, or neural) and the degree of the hearing loss. (for resident programs such as our DNP Educational Leadership)

For mental disabilities:

- A statement or report from a licensed psychologist or psychiatrist that includes the bulleted items detailed below.
- Statement of DSM-IV condition or impairment.
- Summary of assessment procedures used to make the diagnosis.
- Description of present symptoms and fluctuating condition symptoms in relation to the impairment.
- Current medications and side effects.
- A description of functional limitations in a major life activity.
- Recommendations as to reasonable accommodations for the classroom and clinical setting (for the online classroom).

For learning disabilities:

- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary, secondary and post-secondary education.
- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history, and psychosocial history.
- A record of comprehensive testing that is current (within past 2 years and after age of 18).
- A description of functional limitations in a major life activity.
- Recommendations as to reasonable accommodations for the classroom and clinical setting.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the University President within ten calendar days. A hearing will be scheduled within seven calendar days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. Students also have the right to file an ADA or Section 504 complaint with the State Office of Civil Rights (OCR).



Guidelines

- Not Applicable

Procedure

- After receipt of the student request for services or accommodations, the President will inform the designated disability coordinator.
- The disability coordinator will then work with the student to identify the required accommodation materials.
- After receipt of all required materials, the disability coordinator, will identify the reasonable accommodations and establish an appropriate start date to begin his/her accommodations. If the student is currently in a course, the accommodations will start the next term.
- The CAO is to ensure that faculty members adhere to the authorized disability accommodations.

Related Documents/References

- CM2.02 Complaint Policy

Definitions

- None

Revision History

- 3/21/2014 – Reformatted policy using standard template, added procedure, and referenced related documents.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB