

## PROCEDURE FOR OBTAINING DISABILITY ACCOMMODATIONS

Students seeking services or accommodations must identify themselves to the Dean of Students (Janse Hall, 2<sup>nd</sup> floor) with documentation completed by a licensed or credentialed specialist who establishes the existence of a life-limiting disability and the need for reasonable accommodation in the post-secondary setting. All disabilities require documentation. (See *Documentation Guidelines*) Information regarding a disability is confidential and may only be shared with permission of the student. Students are responsible for informing their instructors of test accommodations every semester by providing the instructor with a copy of their letter from the Dean of Students describing the accommodations to be provided. Students are responsible for arranging to have instructors deliver their test to Student Services and for reserving testing space in advance of the test with Student Services personnel.

### REQUESTING AN ACCOMMODATION

- Students with disabilities who wish to receive accommodations or services must submit disability documentation, and formally request services, including accommodations from the Dean of Students.
- Requests for services or accommodation should be made early (prior to the start of the semester or very early in the semester) to allow time to review requests and documentation and make proper arrangements. Accommodation arrangements may be compromised or denied if a request is not made in a timely manner.

### DOCUMENTATION REQUIREMENTS

- All disabilities require documentation. It is important to understand, however, that different disabilities may require entirely different types of documentation to legally establish eligibility for services or accommodations. Therefore, students are strongly urged to pay particular attention to the specific requirements of their individual disability.
- The proper disability documentation form may be downloaded from the NUHS Student Services Webpage or is available as a hardcopy from the Student Services Office. The categories of documentation are: ADHD, Asperger's Syndrome, Low Vision/Blindness, Deaf/Hard of Hearing, Learning Disabilities, Physical/Chronic Health/Mobility, Psychological, and Traumatic/Acquired Brain Injury.

### DETERMINING ACCOMMODATIONS

- Accommodations are determined on a case-by-case basis taking into account the learning needs of the student, the requirements of the learning task, the course standards and essential requirements, and the educational environment.
- At NUHS, the determination of an appropriate and reasonable accommodation is based on an interaction between the individual and the Dean of Students. The Dean will issue a letter describing accommodations the university will provide.

### IMPLEMENTING ACCOMMODATIONS

- The Dean's letter also informs faculty members of the accommodation(s) that are to be provided to the student.
- Students are not required to divulge the nature of their disability or show copies of their disability documentation to faculty.
- Students are responsible for giving a copy of the Dean's letter to their instructor and for scheduling any accommodated exams in the Testing Center with Student Services.
- Students need to provide feedback to the Dean of Students on the effectiveness of their accommodations. The Dean of Students should be notified if an accommodation is not provided.

### DENIAL OF ACCOMMODATION

- The university reserves the right to deny services or accommodations in the event that documentation does not comply with its published guidelines for service eligibility, e.g., the student does not meet the criteria of ADA or Section 504, or documentation is out-of-date or incomplete.
- If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from an appropriately licensed or credentialed authority.
- The university is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue financial burden based upon the university's overall institutional resources, or poses a threat to the health or safety of the student or to others.

### STUDENT APPEAL

If a student feels his/her disability has not been reasonably accommodated, the student should seek redress through the following grievance procedure:

- Discuss the issue with the Dean, who shall seek to resolve it informally.
- If this fails, the Dean shall report the dispute to the V.P. for Academic Services.
- The V.P. shall make a final decision and notify the student of the outcome.

Send all documentation to:

Disability Support Services  
National University of Health Sciences  
200 E. Roosevelt Road  
Lombard, IL 60148  
630-889-6655 Fax