

Procedures for Requesting and Implementing Curricular Accommodations

These operating procedures support the policy on **Equal Opportunity, Equal Access and Affirmative Action (III.C.2)**. Refer to the policy for definitions of capitalized terms.

Effective Date: February 1, 2021

I. Introduction

The Disability Access Center (DAC) is responsible for making decisions regarding reasonable and effective Academic Adjustments (hereafter referred to as accommodations) related to curricular offerings for qualified students with disabilities on the Purdue Fort Wayne campus. The DAC works closely with the student and with faculty and other instructional staff (hereafter referred to collectively as instructors) to determine reasonable accommodations for curricular offerings that allow the student to meet core requirements without fundamentally altering the course, program or academic activity. The DAC will maintain all documentation and forms related to a student's disability in a confidential file retained separately from other University student records.

In cases where a student or instructor files a concern in accordance with these procedures, the approved accommodation remains in place until the Vice Chancellor for Enrollment Management and the Student Experience makes a final determination.

Retaliation against instructors, staff members or students for requesting an accommodation, reporting a concern regarding an accommodation, for participating or assisting in the resolution of a concern, or for enforcing these procedures is strictly prohibited.

II. Request an Accommodation

Students are responsible for identifying themselves as a person with a disability when requesting an accommodation. Students should request accommodations far enough in advance to allow the DAC adequate time to review the request and relevant documentation, to establish eligibility, and to determine a reasonable accommodation through an interactive process with the student. In general, students should submit their request several weeks before the semester begins or as soon as they know of their disability. Delay in requesting an accommodation does not disqualify the student from being granted an accommodation, but it may prevent the accommodation from being implemented in time for it to be effective.

To begin the process, students first must register with the DAC. Registration requires students to meet with DAC staff to document the disability they have and to identify how the disability limits their participation in a course, program or academic activity. In most cases, students will be required to provide recent supporting documentation from a professional credentialed to diagnose the student's particular disability. Documentation will vary depending on the nature of the disability and the type of accommodation being requested. DAC staff will inform students of the necessary documentation required for their situation.

Once a student has submitted all required documentation and met with a DAC staff member, the DAC will make a determination of eligibility and provide written notice to the student within 14 calendar days. Depending on the nature of the request and the familiarity with the course, program or activity, a DAC staff member may need to consult with the relevant instructor(s) to determine the appropriateness of a particular accommodation. If the DAC determines that a student is a qualified student with a disability, the written notice to the student will be in the form of a course accessibility letter that describes the approved accommodation. The DAC will make an electronic version of the course

accessibility letter available to the student so that the student can share it with the relevant instructor(s). The DAC staff member will coordinate with the student, the instructor and any third-party service provider to facilitate effective and timely implementation of the approved accommodation.

Students need to request, prior to each semester, an updated course accessibility letter. The DAC reserves the right to request additional documentation and review the student's eligibility prior to providing an updated letter.

The DAC is responsible for providing information to instructors regarding the types and estimated volume of accommodations approved for the instructor's course(s). The DAC will notify academic departments by the end of the first week of each semester that the information is available. The DAC also will provide instructors with suggestions and ideas on how they might facilitate the most common types of accommodations.

III. Resolution of Student Concerns

If a student disagrees with a determination that they are not a qualified student with a disability, or if a student is approved for an accommodation but believes that it is not being provided as agreed, the student is encouraged to contact the DAC to attempt to resolve the issue informally. The student also may choose to file a formal concern instead of contacting the DAC or if attempts to resolve the issue do not satisfy the student. To file a concern, the student must submit a completed **Concern Form** to the DAC within 10 calendar days of either the date of the written notice to the student or the date on which the student believes an approved accommodation was not provided as agreed, as the case may be.

The Vice Chancellor for Enrollment Management and the Student Experience (Vice Chancellor) will review all relevant documentation and consult with the student, and in cases where an accommodation

was approved, the Vice Chancellor also will consult with the relevant instructor. In order to ensure a prompt review, all involved parties---the student and the relevant instructor(s)---will prioritize meetings with the Vice Chancellor and provide any additional documentation within the deadlines set by the Vice Chancellor. Failure to do so may result in the Vice Chancellor making a decision based on the information in hand. In cases where an approved accommodation is not being provided as agreed, the Vice Chancellor may implement interim measures to protect the student during the resolution process.

The Vice Chancellor will make a determination within seven calendar days from receipt of the form and will provide written notice to the student of the decision. In the event the Vice Chancellor overturns a determination that the student is not a qualified student with a disability, the DAC will provide the student with a course accessibility letter that describes the approved accommodation. If the Vice Chancellor alters an approved accommodation, the DAC will provide the student with an updated course accessibility letter and also will provide written notice to the relevant instructor(s) that describes the revised accommodation. The Vice Chancellor will instruct the DAC Director to coordinate with the student, the instructor, and any third-party service provider to facilitate effective and timely implementation of the approved accommodation.

Students have the right file a complaint under the **Procedures for Resolving Complaints of Discrimination and Harassment** instead of or at any point in the process outlined in this section. If an instructor refuses to provide an approved accommodation, the Vice Chancellor may refer the matter to the Associate Director of Compliance in the Office of Institutional Equity for recommendation regarding whether to open a University-initiated complaint pursuant to the Procedures.

IV. Resolution of Faculty Concerns

Instructors are responsible for reviewing the information provided by the DAC prior to the start of each semester regarding expected accommodations in their course(s). Instructors who believe an approved

accommodation represents a fundamental alteration to a course, program or academic activity are encouraged to contact the DAC immediately to resolve the issue informally. The instructor may file a formal concern with the DAC if attempts to resolve the issue do not satisfy the instructor. To file a concern, the faculty member must complete a **Concern Form** and submit it to the DAC by the end of the third week of that semester. The Vice Chancellor may grant an exception to this deadline for instances where an accommodation that was not included in the information provided by the DAC is approved later in the semester.

The Vice Chancellor will review all relevant documentation and consult with the student and the instructor. All involved parties will prioritize these meetings and make a good faith effort to identify an alternative solution that meets the student's accommodation needs without fundamentally altering the course, program or academic activity.

The Vice Chancellor will make a determination within seven calendar days of receipt of the Concern Form and will provide written notice to the student and instructor of the final solution. In the event the Vice Chancellor alters the accommodation, the DAC will provide the student with a new course accessibility letter. The Vice Chancellor will instruct the DAC Director to coordinate with the student, the instructor, and any third-party service provider to facilitate effective and timely implementation of the approved accommodation.