

Procedures for Requesting and Implementing Student Experience 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) and the departments of Housing and Residential Education (HRE) and Student Life and Leadership (SLL) (collectively referred to as “Student Experience”) work together to make decisions regarding reasonable and effective Academic Adjustments (hereafter referred to as accommodations) related to housing and participation in recognized student activities/organizations for qualified students with disabilities on the Purdue Fort Wayne campus. The DAC works closely with the student to determine eligibility in accordance with the Americans with Disabilities Act. If eligibility is established, the DAC consults with the applicable Student Experience department to determine a reasonable accommodation that allows the student to obtain the same level of service as a student without a disability, without placing an undue burden on the University. 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.

Retaliation against faculty members, 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 and the applicable Student Experience department 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. Students can do this by contacting the DAC directly, or by identifying themselves in the housing portal as someone with a disability, which will trigger the student's access to forms they will need to complete and turn in to the DAC. The DAC requires students to meet with DAC staff to document the disability they have and to identify how the disability may affect their housing and/or student activity/organization experience. 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. Students who are already registered with the DAC for curricular accommodations need to notify the DAC of their request for a housing or recognized student activity/organization accommodation. The DAC will determine whether any additional documentation is required to assess the accommodation request.

A DAC staff member will evaluate the information and determine whether the student is a qualified student with a disability. If the student is eligible, the DAC staff member will consult with the applicable Student Experience representative to identify a reasonable accommodation. The DAC staff member will provide written notice to the student within 14 days of receipt of all requested forms and documentation from the student. If the DAC determines that a student is a qualified student with a disability, the written notice to the student will describe the approved accommodation. The DAC staff member will coordinate with the student, staff from the applicable Student Experience department, and any third-party provider to facilitate effective and timely implementation of the approved accommodation(s).

Students do not need to request the same accommodation each semester or academic year. Students whose needs change must contact the DAC to request an evaluation for any changes to their approved accommodation.

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 either not effective or not being provided as agreed, the student is encouraged to contact the DAC, HRE, or SLL to attempt to resolve the issue informally. The student also may choose to file a formal concern instead of contacting one of the aforementioned departments or if attempts to resolve the issue do not satisfy the student.

To file a formal 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 approved accommodation will remain in place until a final determination is made.

The Vice Chancellor for Enrollment Management and the Student Experience (Vice Chancellor) will review all relevant documentation and interview the student. In order to ensure a prompt review, all involved parties---the student and the relevant staff members from the DAC or Student Experience---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 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 of receipt of the Concern Form and will provide written notice to the student of the decision, with a copy to the DAC. In the event the Vice Chancellor overturns a determination regarding the student as a qualified student with a disability or alters an approved accommodation, the written notice will include a description of the approved accommodation, and the Vice Chancellor will assign a staff member from the applicable Student Experience department to facilitate effective and timely implementation of the new or revised 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. The Vice Chancellor also may refer the matter to the Associate Director of Compliance in the Office of Institutional Equity for evaluation pursuant to the Procedures.