

ACCESS TO HIGHER EDUCATION

ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fontbonne University



**The Kinkel Center for Student Success, Undergraduate Advising,
and Engagement**
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Notice of Nondiscrimination

Fontbonne University does not discriminate on the basis of race, color, religion, age, sex, gender orientation, national or ethnic origin, or disability in employment or in the administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other programs and activities. Furthermore, Fontbonne University prohibits retaliation against anyone who either opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises that person's rights under any law that forbids discrimination.

The Fontbonne University coordinators for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Titles VI and VII of the Civil Rights Act of 1964 and other laws and regulations prohibiting discrimination are:

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Questions about this non-discrimination policy and any complaints of discrimination shall be directed to either of these coordinators. Fontbonne University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

Fontbonne University's Mission Statement

"Undergraduate and graduate programs are offered in an atmosphere characterized by a commitment to open communication, personal concern, and diversity."

(Fontbonne University Mission Statement, 2009)

The following document addresses the need for the inclusion of all students into the academic life of Fontbonne University. It is the intent of Fontbonne University to offer academic accommodations to qualified students with documented physical or mental impairments, unless the University can demonstrate that the academic requirements are essential to the instruction being pursued or to any directly related licensing requirement, or that the academic accommodations would fundamentally alter the course or would result in an undue burden.

What is the Americans with Disabilities Act (ADA)?

The Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008 (ADAAA) are the civil rights guarantee for persons with disabilities in the United States. They provide protection from discrimination for individuals on the basis of disability.

The Americans with Disabilities Act of 1990 upholds and extends Section 504 of the Rehabilitation Act of 1973, which states:

"No otherwise qualified person with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits

of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Who is a "person with a disability" as defined by the ADA and Section 504?

The term "disability" means, with respect to an individual:

1. Having a physical or mental impairment which substantially limits one or more major life activities of the individual;
2. Having a record of such an impairment; or being regarded as having such an impairment.

A "physical or mental impairment" means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitor-urinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. Physical or mental impairments include, but are not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

What is a "major life activity"?

Major life activities include, but are not limited to, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Who is a qualified person with a disability under Section 504?

A "qualified person with a disability" is one who meets the requisite academic and technical standards required for admission or participation in the post secondary institution's programs and activities. Section 504 protects the civil rights of individuals who are qualified to participate and who have disabilities as defined by the ADA, ADAAA and Section 504.

Who is eligible for services?

Any Fontbonne University student is eligible for services under the following conditions:

- The student has an obligation to self-identify their disability and they need accommodation.
- A student must submit a *Request for Academic Accommodations* form to the Academic Support and Accommodations Coordinator of the Kinkel Center for Undergraduate Student Success, Advising, and Engagement who serves as the Fontbonne University Section 504/ADA Coordinator. The Kinkel Center is located on the third floor of Ryan Hall. The student requesting an academic accommodation or support service must submit a new form each year if he or she is requesting an accommodation or support service related to his or her class work.
- The student must submit reasonable, appropriate, and verifiable documentation that complies with Section 504 of the Rehabilitation Act, Title III of the Americans with Disabilities Act and the Americans with Disabilities Act Amendment Act. The University will request documentation for the purpose of establishing a disability in order to help the

University work interactively with the student to identify appropriate accommodations or services. The focus will be whether the documentation adequately establishes the existence of a current disability and the individualized need for academic accommodations or services. It is expected that the student will submit documentation at the time of the request or when necessary, allowing students to present documentation in a timely manner, pending extenuating circumstances exist and additional time is needed.

- The documentation required by Fontbonne University will vary according to the type of disability. For instance, an attending physician usually documents health impairments. Hearing impairments should be documented by an audiogram administered by a licensed and certified audiologist. If it is necessary for the University to confer with the health care provider(s) or other professional(s) to determine the reasonable, appropriate accommodation, a release will be requested from the student.
- To ensure that Fontbonne University is able to provide the appropriate academic accommodation or support service, the student must provide Fontbonne with reasonable notice of their need for the academic accommodation or support service. Some requests may take several weeks to process, such as books in an alternative format or specific electronic devices necessary for learning. The Academic Support and Accommodations Coordinator of the Kinkel Center for Student Success, Undergraduate Advising, and Engagement will notify instructors via email of academic accommodations during the first few weeks of scheduled class for the semester. Therefore, students should submit a request for academic accommodations to the Academic Support and Accommodations Coordinator in conjunction with any supporting professionally licensed documentation, at least 30 days before the semester begins or as soon as reasonably possible.

After a student has provided documentation of a disability, what happens next?

1. After the documentation has been received and reviewed (please allow 48 business day hours for this process), a student may make an appointment at the Kinkel Center for Student Success, Undergraduate Advising, and Engagement to request specific accommodations or fill out the *Request for Academic Accommodations* form (available on the Kinkel Center website). The specific academic accommodations requested must be substantiated by information that was presented in the documentation.
2. At the time of the appointment, the Academic Support and Accommodations Coordinator will engage in an interactive process to determine an appropriate academic accommodation based on the student's disability supporting documentation.
3. The Academic Support and Accommodations Coordinator may need to secure additional information or speak with the referring party. The Academic Support and Accommodations Coordinator will ask for a signed release before anyone is contacted.
4. Academic Accommodations for disabilities at Fontbonne University are individualized to meet the needs of the specific student. After a determination has been made regarding reasonable and appropriate academic accommodations or support services, the Academic Support and Accommodations Coordinator will notify, via email, instructors listed on the *Request for Academic Accommodations* form of the approved academic accommodations as soon as reasonably possible.
5. Faculty are notified **only** with regard to accommodations; the nature of the student's disability is

not specified. All documentation regarding a student's disability is treated as confidential and is secured in the office of the Academic Support and Accommodations Coordinator of the Kinkel Center for Student Success, Undergraduate Advising, and Engagement. Notification of Academic accommodations occurs through campus email as soon as reasonable possible at the beginning of the semester (assuming the student has sought an academic accommodation and provided the required documentation in advance of the start of the semester), or within 48 business day hours of receipt of the *Request for Academic Accommodations* form.

Testing Accommodation - Student Responsibilities:

1. When the student wants a test with accommodations, it is the student's responsibility to:
 - Sign up for a proctor through the online scheduling program that is available on the Kinkel Center for Student Success, Undergraduate Advising and Engagement web site <https://fontbonne.mywconline.com>. Students requesting a scribe or tests read aloud must request these services at least a week in advance of the test to allow time for adjustment of staff schedules. It is not the instructor's or faculty member's responsibility to schedule a test for a student.
 - Remind the instructor that the student needs to have a test administered in the Kinkel Center. This notification should occur not less than 24 hours before the test so that the test can be forwarded.
 - Notify the Academic Support and Accommodations Coordinator immediately if academic accommodations are not being made or if there are any questions regarding the implementation of academic accommodations.

Testing Accommodation - Faculty Responsibility:

Tests should be delivered to The Kinkel Center for Student Success, Undergraduate Advising, and Engagement by faculty or a designee in a sealed envelope that gives specific directions for the administration of the test. Faculty must ensure that the exam is delivered to the Kinkel Center, Ryan Hall 307, or mail room, Ryan Hall 111, via exam envelope 24 hours prior to the scheduled test time or through the online form: fontbonne.formstack.com/forms/kinkel_center_exam_submission

Family Education Rights and Privacy Act of 1974 (FERPA) Regulations:

University students are regarded as adults by colleges and universities. Because of the regulations specified in the Family Education Rights and Privacy Act of 1974 (FERPA), Fontbonne University generally will not release information about academic accommodations to parents or guardians of students with disabilities without the student's written authorization.

Fundamental Alterations to Course

The University does not have to provide an academic accommodation if the University demonstrates that the academic accommodation fundamentally alters the course or would result in an undue burden, or that the academic requirements are essential to the instruction being pursued or to any directly related licensing requirement.

What are some of the typical accommodations or support services that may be made available to Fontbonne students with learning disabilities?

- Preferential Seating
- Alternate Textbook Format/PDF

- Reader/Scribe
- Computer for test
- Extended time for tests
- Flexible Deadlines
- Excused absences
- Out of class testing/Online
- PowerPoint/Notes
- Calculators
- Audio recordings of lectures
- Closed Captioning videos
- Note taking assistance
- Special housing arrangements

Accommodations are arranged on a case-by-case basis by the Academic & Disabilities Resources Coordinator to insure that the individual needs of students are being addressed. Accommodations are determined by an examination of documentation provided by the student and through consultation with the individual student. It is sometimes necessary to examine the nature and the cost of a specific accommodation and to determine whether or not providing the accommodation will cause an undue financial or administrative hardship for the University.

What some of the typical academic accommodations or support services that may be made available to students with physical disabilities?

There are a variety of orthopedic/mobility disabilities resulting from congenital conditions, accidents, or progressive diseases. Some disabilities are temporary in nature. Accommodations for these disabilities may include:

- Accessible location for class or meetings with faculty
- Extra time to get to classes, particularly in inclement weather
- Special seating in classrooms
- Note taking assistance
- Testing accommodations
- Audio recordings of lectures
- Accessible parking spaces
- Lockers to store materials

Exclusions:

Section 104.44(d)(2) of the regulations regarding the Rehabilitation Act provides that personal attendants, individually prescribed devices (such as wheelchairs), readers for personal use or study, or other devices or services of a personal nature are the responsibility of the student, not the University.

What should I do if I need books in an accessible format?

It is the responsibility of students to acquire textbooks for courses. If a student requires a textbook in an alternative format such as on tape, CD, or electronic format, the student must order the materials in a timely fashion, usually four to six weeks before the beginning of the semester. Information on various services is available in the Kinkel Center for Student Success, Undergraduate Advising, and Engagement.

What are some of the discriminatory acts that are prohibited by the ADA and Section 504?

Colleges and universities receiving federal financial assistance must not discriminate in the recruitment, admission, or treatment of students. Students with documented disabilities may request

modification, accommodations, or auxiliary aids that will enable them to participate in and benefit from all post secondary educational programs and activities. Post secondary institutions must make such changes to ensure that the academic program is accessible by all students, unless the University can demonstrate that the academic requirements are essential to the instruction being pursued or to any directly related licensing requirement.

Under the provisions of Section 504, universities and colleges may **not**:

- Limit the number of students with disabilities admitted;
- Except under circumstances specified in the Rehabilitation Act of 1973 regulations, make pre-admission inquiries as to whether or not a student is disabled;
- Use admission tests or criteria that inadequately measure the academic qualifications of disabled students because special provisions were not made for them;
- Exclude a qualified student with a disability from any course of study;
- Limit eligibility to a student with a disability for financial assistance or otherwise discriminate in administering scholarships, fellowships, internships, or assistantships on the basis of disability;
- Counsel a student with a disability toward a more restrictive career;
- Measure student achievement using modes that adversely discriminate against a student with a disability.

Code of Student Conduct Violations

Every Fontbonne University student is subject to the rules of conduct as specified in the University Code of Student Conduct. There are no exceptions or exemptions for students with disabilities, or for any other Fontbonne University students.

What recourse is available to a student who feels that his or her needs for accommodation are not being met?

If a student is not satisfied with any decision by the University involving academic accommodations, modifications, or auxiliary aids or services, or otherwise believes she or he has been discriminated against on the basis of disability, the student may contact the designated coordinator and/or file a complaint of discrimination in accordance with the University's anti-discrimination grievance procedure set forth in Fontbonne University Policy Manual Volume II, Campus Community Policies, section 2.1.2. The student may contact the Director of Student Success & Retention prior to or after a complaint of discrimination is filed to attempt to resolve the complaint informally, but any informal or voluntary resolution attempts after a complaint is filed will not delay the investigation of the complaint.

Where can a student go to request academic accommodations?

For academic accommodations, contact:

Regina Wade Johnson
Academic Support and Accommodations Coordinator
E-mail: rwadejohnson@fontbonne.edu

Amy Simons
Director of Student Success & Retention
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Fontbonne University Ryan Hall, Third Floor
Phone: (314) 889-4571
Fax: (314) 719-3614

Fontbonne University Policy Manual Volume II, Campus Community Policies, section 2.1.5.2
Student with Disabilities

Fontbonne University offers Academic accommodations to students with documented physical, visual, hearing, learning, psychiatric disabilities. Any Fontbonne student is eligible for special services or accommodations if:

- 1. The student self-identifies their disability and needs accommodation.*
- 2. The student provides appropriate and verifiable documentation of the disability.*
- 3. The student provides notification in a timely fashion. For accessibility and resident hall needs, contact Student Affairs at 314-889-4523. For academic accommodations, contact the Kinkel Center for Student Success, Undergraduate Advising, and Engagement, at 314-889-4571.*

For requests or inquiries regarding other accommodations, including auxiliary aids or services, or modifications of policies or procedures to participate in a program, service, or activity, or the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities, please contact the Academic Support and Accommodations Coordinator, Regina Wade Johnson, at 314-719-3627, or rwadejohnson@fontbonne.edu.