

UAMS Academic Affairs Policy - 2.2.5



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs

Subject: Student Request for Academic Accommodations

Number: 2.2.5

Date Approved (Council of Deans, Provost): November 23, 2014

Date Effective: November 24, 2014

Last Review/Revision: May 24, 2024

Next Review/Revision: May 24, 2026

PURPOSE

The University of Arkansas for Medical Sciences (UAMS or University) is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to their disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. The purpose of this policy is to define the process students should follow if accommodations in an academic setting are needed due to a disability.

SCOPE

This policy applies to all academic programs, facilities, housing, co-curricular and extra-curricular activities that affect students in all UAMS colleges and the Graduate School. The ADA/Title IX Coordinator (Coordinator) is granted authority on behalf of all UAMS colleges and the Graduate School to serve as the central point of contact for students seeking accommodations.

DEFINITIONS

Auxiliary aids: services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities (34 C.F.R. § 104.44)

Disability: a physical or mental condition that substantially limits one or more of the major life activities; a record of such a condition, or the individual is regarded as having such a condition (34 C.F.R. § 104.3)

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Qualified individual: a student with a disability who, with or without reasonable accommodation, meets the same eligibility requirements, academic, and technical standards required for admission or participation in UAMS educational programs or activities (34 C.F.R. § 104.3)

Reasonable accommodation: a modification of rules, policies, or practices; adjustments to environments or facilities, or the provision of auxiliary aids and services which do not result in undue financial hardship or administrative burden. Accommodations that pose a threat to the health, safety and/or comfort of patients or others; or result in a fundamental alteration of a program, technical, or professional standard are not considered reasonable.

Temporary condition: a change in a person's physical, mental, or emotional condition that is of limited duration; and significantly impacts one's ability to access educational programs, activities, or facilities. Temporary conditions do not rise to the level of disability in that they are expected to resolve within a predictable period of time. Examples of temporary conditions include, but are not limited to: broken limbs or other bodily injuries, short-term illness such as the flu, or medical complications due to pregnancy.

DOCUMENTATION REQUIREMENTS

The rationale for seeking documentation about a student's condition is to support the Coordinator in establishing that a disability or temporary condition exists, understanding how the disability or condition impacts the student, and making informed decisions about accommodations. The evidence of disability or temporary impairment and the need for a specific accommodation should be logically connected. Interim accommodations may be granted for apparent disabilities/conditions pending the receipt of formal documentation. Documentation should not be so dated that it no longer reflects the student's current level of functioning.

Students should be aware that documentation requirements for standardized testing administered by third parties may vary significantly from UAMS requirements. Therefore, the provision of accommodations in the academic setting should not be construed as a guarantee of accommodations on a standardized test administered by a third party. Students are responsible for understanding and following all policies or procedures related to those tests.

Student records of disability and documentation are educational records and protected under the Family Educational Rights and Privacy Act. The ADA/TIX Office will hold confidential personally identifiable health information.

PROCEDURE

The accommodation process begins when a student identifies themselves to their instructor or to the Coordinator as an individual with a disability and asks for assistance. If the instructor recognizes that the structure of the course presents a barrier to equal access, the student should be referred to the Coordinator for consultation and assistance. The student should complete and submit a Student Request for Accommodation Application via <https://bear.accessiblelearning.com/UAMS/ApplicationStudent.aspx> . Students are encouraged to submit their requests prior to the beginning of the academic year/semester as accommodations are not retroactive.

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The university will make reasonable efforts to consider and accommodate late requests, however fewer options may be available once the semester or rotation is underway.

Upon receipt of the accommodation request, the Coordinator will:

1. Conduct a preliminary review of the request and any associated documentation
2. Make an initial determination of disability
3. Meet with the student in order to fully identify barriers in the student's learning environment and discuss potential accommodations
4. Develop a proposed accommodation plan

The Coordinator will then notify the appropriate Associate Dean (AD) of the request and through consultation/collaboration with the AD, as well as any other appropriate faculty and or staff members with a legitimate need to know of the student's condition or disability, make a final determination regarding reasonable accommodations. Once an accommodation is approved by the Coordinator and Associate Dean, the Coordinator will update the student's profile within the online system and a written notice of eligibility will go out to the student informing them of the approval of accommodations and how to request their accommodations for each course.

The student will review their eligibility letter and login to the Online Portal and request accommodations for each course they are enrolled in. After the student submits the request for the course, the Coordinator will review and approve the requests for accuracy. Once the request is approved by the Coordinator students will be able to login and send their accommodation notification letter to faculty. The AD will ensure faculty members are responsible for implementation of the approved accommodations and understand their responsibility to implement the approved adjustments.

Faculty members expressing concerns with the reasonableness of the approved accommodations should immediately contact their AD and the Coordinator. Accommodations should be implemented pending further review by the Coordinator and the appropriate AD regarding the reasonableness of the approved accommodations.

APPROVED ACCOMMODATIONS

Short-term, temporary accommodations or accommodations identified as needing to be reviewed annually will be valid for a specific duration as documented in the notification letter. Otherwise, approved accommodations will be valid until the student completes the degree program or until the student notifies the Coordinator that the accommodation is no longer necessary. Students may seek additional accommodations or request a modification to an existing accommodation at any point in time.

If a requested accommodation cannot be approved, every effort will be made to implement an alternate adjustment that will provide the student with equal access. The rationale for denied accommodations will be formally documented and provided to the student.

Students may request reconsideration of denied accommodations by submitting an additional

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request accompanied by new substantive supporting documentation.

NOTICE OF NON-DISCRIMINATION

It is the policy of UAMS (Academic Affairs Policy, 2.1.3, *Non-Discrimination Statement*) that members of the University community neither commit nor condone acts of bigotry, racism or discrimination. The University prohibits discrimination on the basis of race, ethnicity, color, sex, creed, age, marital or parental status, pregnancy, national origin, genetic information, gender identity, gender expression, sexual orientation, religion, ethnic origin, disability or veteran status including disabled veterans and veterans of the Vietnam Era with respect to all aspects of the student experience, including but not limited to, acceptance and admission, enrollment, financial aid, and access to student resources and support.

GRIEVANCE PROCEDURE

Any student who believes they have been subjected to discrimination on the basis of disability or has been denied access or accommodations required by law, has the right to file a grievance in accordance with Academic Affairs Policy 2.2.1, *Grievance Procedure for Students Alleging Discrimination*. Generally, the following concerns may be addressed under the procedure:

1. Disagreements or denials regarding requested services, accommodations, or modification to University practices or requirements;
2. Alleged lack of access to a University facility, program or activity;
3. Alleged harassment or discrimination on the basis of a disability; and
4. Any other alleged violations of the ADA/Title IX and/or Section 504.

Students may contact the ADA Coordinator with complaints or concerns:

Ms. Michelle Zengulis
Academic Affairs
4301 W. Markham St. #586
ED II / 2/109
Little Rock, AR 72205-7199
Office: 501-526-5641
mzengulis@uams.edu

Although students are encouraged to attempt to resolve complaints pertaining to disabilities by using this grievance procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR):

Office for Civil Rights, Dallas Office
U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, TX 75201-6810

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Telephone: 214-661-6900
TTD: 877-521-2172
Fax: 214-661-9587
E-mail: OCR.Dallas@ed.gov

REFERENCES

- Section 504 of The Rehabilitation Act of 1973
- Title II of The Americans with Disabilities Act, as amended September 15, 2010
- The Family Educational Rights and Privacy Act
- The Code of Federal Regulations, Title 34 – Education, Subtitle B, Part 104 - Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- UAMS Academic Affairs Policy – 2.1.3, Non-Discrimination Statement
- UAMS Academic Affairs Policy – 2.2.1, Grievance Procedure for Students Alleging Discrimination