

Department: Operations/Academics  
Department Procedure: Student Accommodations Policy  
Effective Date: June 09, 2014

Policy/Procedure:

Our goal is to provide disability services where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Schiller recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Director, although the University encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Director to request such services.

Students are required to be aware of the following documentation guidelines and the necessary information which is required by the campus:

- The documentation of disability must be in written form (Source must be a recognized professional), and include recommendations for accommodation at the post-secondary level. (A recognized professional is considered to be a learning disabilities specialist, educational specialist, physician, licensed psychologist or professional counselor who is qualified to perform psycho-educational or neuropsychological evaluations.)
- An IEP or **Section 504 Plan** prepared by the high school last attended, provided that such is dated within the last three years, will be considered acceptable if it contains a diagnosis and recommended accommodations.

Request for services will not be reviewed until a completed request form and all required documentation is on file with the Campus Director.

Students will not receive accommodations until all of their documentation has been evaluated by the Schiller International University Accommodations Committee consisting of the Campus Director, Provost, Registrar and Student Services Advisor. A prior history of a certain accommodation does not guarantee its continued provision. Each request for accommodation will be evaluated and reasonable accommodations will be provided to qualified students.

Information provided to the Campus Director is considered confidential. Documentation and evaluation information will not be released outside of the academic community without the students signed consent or under compulsion of

legal process. The Campus Director will verify that the documentation is on file and will discuss the accommodation only with such faculty and staff at the campus with a need to know.

Students are required to review and complete the following documentation.

- STUDENT FORM: Student Request for Accommodations and Documentation Review
- STUDENT FORM: Qualified Professional Documentation Form
- STUDENT FORM: HIPPA/FERPA form
- CD HANDOUT: Student Rights and Responsibilities

Once the student has completed and submitted all of the documents listed above to the Campus Director, they will meet with the students to complete a Student Interview and Accommodations Request form.

After all documents have been reviewed, a decision will be made to determine the required accommodations. The approved accommodations are good for (1) one year upon approval and will need to be applied for the following year.

Faculty, Provost and Student will receive a Accommodations Approval letter listing the approved accommodations. Student will be required to sign the document acknowledging receipt of approved accommodations and return to Campus Director. The Campus Director will forward the signed document to the Registrar and Provost. The Provost will discuss the accommodations with the student faculty members.

All accommodations will be effective immediately upon approval and will not be retro active.

Students Accommodation file will be kept in the Campus Directors office until student graduates, or withdraws from Schiller. At this time, the accommodations file will be merged with the Academic file.

### **Disability Accommodations: Grievance Procedure**

If a student believes that Schiller International University has inadequately applied the principles and/or regulations of Section 503 of the ADA, or believes he or she had been discriminated against on the basis of a disability, the person may file a grievance. A grievance may be filed at any time.

- The student should first meet with the Director and outline the grievance. If the grievance is against the Campus Director, the student should meet with the Provost.
- The Campus Director and/or Provost will work with the student and accept the written grievance on behalf of the University. The grievance will be submitted to the Accommodations Committee for review and decision.

- The decision of the Accommodations Committee will be delivered to the Campus Director and/or Provost, who will meet with the student and explain the decision of the committee and any options given.
- If the student wishes to appeal the decision of the Accommodations Committee, a written appeal should be submitted to the Campus Director and/or Provost.
- The Campus Director and/or Provost will submit the appeal to Dr. Manuel Alonso, President. The University President's decision will be final and may not be appealed further.

Each Campus Director serves as the Section 504 Coordinator/ADA Coordinator.