

leniency in attendance. Students who seek to obtain leniency in attendance as an accommodation must:

Step 1- [Procedure for Requesting and Implementing Academic Accommodations](#) and obtain an Accommodation Letter (the

Step 2- If a Registered Student believes that leniency in class attendance for any course is needed, the Registered Student must obtain a [Leniency in Attendance Agreement](#) from the Specialist and follow the instructions on the Leniency in Attendance Agreement, which requires the Registered Student to schedule a meeting with any course instructor to discuss leniency in attendance as an accommodation.

Step 3- After the Registered Student and

Circumstances Under Which a Service Animal May be Prohibited or Removed:

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health or safety of others. Some examples of problem behaviors or conditions include barking, aggressiveness or unruliness, lack of cleanliness, or illness.

In areas where the presence of the animal fundamentally alters the nature of the program or activity (e.g. some lab settings, food preparation areas, etc.).

Owner/Partner Responsibilities:

A student who utilizes a service animal on campus is encouraged to register with the Specialist, by calling 513-244-4623 or emailing studentaccessibilityservices@msj.edu, and to provide documentation, as appropriate, of the student's status as a person with a disability. However, students who utilize service animals are not required by law to register with the Specialist.

Students not satisfied with the result of the Service Animals Procedure should consult the [Student Disability Grievance Procedure](#).

6) TEMPORARY ILLNESS, INJURY, PREGNANCY OR RELATED CONDITION MODIFICATION PROCEDURE

If a serious, but temporary, medical condition, or pregnancy or pregnancy related condition, results in a student anticipating missing more than one week of class (consecutive class sessions), the student may request temporary modifications versus disability-related accommodations of the requirements listed within the class syllabi during the period of this illness, injury, pregnancy or related condition. This policy does not guarantee that modifications will be granted unless mandated by Title IX in the case of pregnancy or related conditions; granting of modifications is the decision of the course instructor. **Students should begin this process as soon as possible after the onset of the serious illness, injury, or pregnancy or related condition, which is as follows:**

Step 1- Student notifies his/her instructors of the illness, injury, pregnancy or related condition.

Step 2- Student obtains medical documentation.

Step 3- Once medical documentation is received, the student provides this medical documentation to the Specialist at studentaccessibilityservices@msj.edu. Next, the Specialist will notify _____ and/or mandated modifications.

Step 4- Each instructor will review the recommended modifications and notify the Specialist _____ or how mandated modifications will be addressed. If recommended modifications are not possible, the student will be notified.

Step 5- In cases of pregnancy or related conditions, the student should meet with her instructors after the completion of step #4 above. In cases involving temporary illnesses and injuries, once the student is physically able, the student will meet with each instructor who indicated that modifications would be possible to determine if the student could meet the essential requirements of the course. If so, the instructor and student will specify, in writing, how the course requirements will be met. If, during the discussion, the instructor determines that the student cannot complete the course requirements with the recommended modifications, or the modifications cannot be reasonably applied to the particular course, the student will be counseled by the instructor or advisor to drop the course, seek an incomplete, a withdrawal, or to request a Medical Leave under the [Medical Leave Policy](#). Any and all costs incurred in providing Temporary Illness/Injury Modifications (e.g. remediated clinical experience) shall be the sole responsibility of the student.

Students not satisfied with the result of the Temporary Illness, Injury, Pregnancy or Related Condition Modification Procedure should consult the [Student Disability Grievance Procedure](#).

MOUNT ST. JOSEPH UNIVERSITY ACCESSIBILITY STATEMENT

The Americans with Disabilities Act of 1990 as amended in 2008 and Section 504 of the Rehabilitation Act of 1973 require that Mount St Joseph University ensures that its programs, services, goods, and facilities are accessible to individuals with disabilities. Mount St. Joseph University, in compliance with state and federal laws and regulations, does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

For information about procedures and policies for individuals with disabilities, please contact the Specialist at 513-244-4623 or at studentaccessibilityservices@msj.edu.

GRIEVANCE PROCEDURE

Update

Update January 2024

Mount St. Joseph University has designated the Specialist, 513-244-4623 or studentaccessibilityservices@msj.edu, as the individual responsible for the coordination of efforts to comply with its responsibilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended in 2008

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The name and position of the person against whom the grievance is made;
A clear statement of the grievance and suggestions for resolution; and,
The names of any witness(es) or individual(s) who the student believes has
knowledge or information supporting the allegations contained in the grievance

(collectively,

3. The Appellate Official will interview the student, the individual(s) against whom the grievance is made, any individuals identified by the student as having knowledge or information supporting the grievance, and any other involved parties. The Appellate Official will also collect and review any documentation or other evidence identified by the parties, and other information related to the grievance as appropriate.
4. In most instances, the Appellate Official shall make a decision regarding the merits of the grievance within thirty (30) calendar days (excluding University holidays) of the date on which it convened. In cases where the Appellate Official is unable to make a decision within this timeframe, the Appellate Official will notify the complainant of the need for additional time, the reason, and an approximate date upon which a decision will be made.
5. If the Appellate Official determines that the grievance has merit, the Appellate Official will notify all parties in writing of that determination, as well as a proposed resolution. The ultimate resolution of any grievance, or determination of whether a new, modified, or additional accommodation will be provided to the student, rests in the sole discretion of the Appellate Official and the University.
6. If the Appellate Official determines that the grievance does not have merit, it will notify all parties of that determination in writing.
7. **Grievance Determination Appeal Process:** A student who disagrees with the Appellate decision may appeal to the Associate Provost for Academic Affairs, Dr. Christa Currie, who can be reached at (513) 244-4614 or Christa.Currie@msj.edu. Such an appeal must be made in writing within seven (7) calendar days (excluding University holidays) of notice of the decision. The Associate Provost shall issue a written decision in response to the appeal no later than fourteen (14) calendar days (excluding University holidays) after the written appeal is submitted. The Associate decision regarding the Grievance shall be final.
8. The University shall maintain all documents and other materials related to any grievance proceedings for a period of two (2) years. All documents and other materials will be maintained confidentially to the extent permitted by law.

RIGHT TO PURSUE EXTERNAL COMPLAINTS

