

D. STUDENT DISABILITY ACCOMMODATION POLICY

Updated July 2019

Mount St. Joseph – ph –

scheduled.

Step 2- Prior to or at the scheduled intake meeting, provide the Director with “Adequate Documentation” of the student’s disability or disabilities as defined in this policy.

Step 3- Collaborate with the Director to discuss reasonable academic accommodations and/or auxiliary aids that will reduce or remove the barrier(s) resulting from the disability or disabilities identified in the Adequate Documentation. Each request for academic accommodations is handled on a case-by-case basis.

Step 4- Determine, through collaboration with the Director, the reasonable and appropriate academic accommodations for the student that will be formalized in an Accommodation Letter approved by the Director. The Accommodation Letter states a student’s academic accommodations but not a student’s disability diagnosis. A copy of a student’s Accommodation Letter is available from the Director prior to the start of any course.

Step 5- Provide the Accommodation Letter to any course instructor when the student determines that an accommodation(s) in that course may be needed. It is recommended that the student provide the Accommodation Letter to any course instructor within one week of the beginning of any course.

Step 6- Collaborate with each course instructor to determine how the accommodation(s) set forth in the Accommodation Letter will be accomplished in the specific course. Following a collaborative process, the student must return the fully executed Accommodation Letter, signed by the student and the instructor for each course, to the Director.

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Recommendations for reasonable academic adjustments and auxiliary aids; and,

If the documentation provided is more than three years old, it will be evaluated by the Director to determine whether updated documentation is necessary.

If a student needs, or expects to need, an accommodation not supported by Adequate Documentation, the student should discuss evaluation needs with the Director.

Please be aware that other institutions, licensing authorities, and testing agencies (which administer standardized tests such as the GRE and LSAT) may require different documentation of disabilities than the Adequate Documentation required by the University.

Students not satisfied with the result of the Academic Accommodations process should consult the [Student Disability Grievance Procedure](#).

2) RESIDENCE HALL ACCOMMODATION PROCEDURE

For students who choose to live on campus

The Director will forward the determination on disability-related Residence Hall accommodation requests to the Office of Residence Life. If a student's request for a disability-related Residence Hall accommodation is not granted, the student's Housing Application will be reviewed in accordance with the standard Residence Hall room assignment protocol. If any Residence Hall accommodated housing is determined to be necessary, the Office of Residence Life will evaluate the student's Housing Application to determine if

Application to determine if the requested Residence Hall room assignment can be filled. The following circumstances may affect the ability to make a reasonable accommodation for an ESA by the University, in addition to the considerations outlined in the Residence Hall Accommodation Procedure:

ESA Accommodation Considerations

- Does the ESA accommodation impose an undue financial and/or administrative burden on the University?
- Does the ESA accommodation fundamentally alter University Residence Hall policies?
- Does the ESA accommodation pose a direct threat to the health and safety of others or would it cause substantial property damage to the property of others, including University property?
- Is the ESA accommodation unreasonable for the operation of the University?
- Would the presence of the ESA force another student from the Residence Hall (e.g. serious allergies)?
- Would the presence of the ESA allow adequate living space for student(s)?
- Would the ESA violates students' right to peace and quiet enjoyment?
- Is the ESA housebroken and able to live with others in a reasonable manner?
- Are the ESA's vaccinations up to date?
- Does the ESA pose or has posed in the past a direct threat to the student or others such as aggressive behavior towards or injuring the individual or others?
- Would the ESA cause, or has it previously caused, excessive damage to housing beyond reasonable wear and tear?

If approved, ESA disability-related accommodations are subject to the terms and conditions of a fully executed **ESA Agreement**. Any approved ESA is permitted in the student's assi μ /

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Step 1- Meet the requirements of the University's [Procedure for Requesting and Implementing Academic Accommodations](#) and obtain an Accommodation Letter (the "Registered Student").

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 Director of The Learning Center, Disability Services, and Project EXCEL at 513-244-4623 or stacy.mueller@msj.edu 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 instructor for any course meet to discuss a requested accommodation and to complete a Leniency in Attendance Agreement, the Registered Student must return the fully executed Leniency in Attendance Agreement that has been signed by the Registered Student and the instructor for the applicable course to the Director of The Learning Center, Disability Services, and Project EXCEL in

If attendance is intrinsic to the nature of any course for which a Registered Student has requested leniency in attendance as an accommodation, the instructor must promptly contact the Director of The Learning Center, Disability Services, and Project EXCEL at 513-244-4623 or stacy.mueller@msj.edu. In consultation with the instructor, department chairperson, and/or dean, the Director will ultimately decide if attendance is an essential element of any course by considering the course description, syllabus, methods of grading, external licensure requirements, the impact on the educational experience of the entire class, and other factors.

If, at any time, including but not limited to after the execution of a Leniency in Attendance Agreement for a course, an instructor feels that a Registered Student's absences threaten the academic integrity of a course or render it impossible for the Registered Student to meet the course learning objectives, the instructor should contact the Director of The Learning Center, Disability Services, and Project EXCEL at 513-244-4623 or stacy.mueller@msj.edu immediately. After consultation with the instructor, the Director will meet with the Registered Student to review the Registered Student's options.

Any student or Registered Student who fails to comply with this Leniency in Accommodation Procedure will put him/herself at risk of failing to meet the course learning objectives and to earn a satisfactory grade.

Students not satisfied with the result of the Leniency in Attendance Accommodation Procedure should consult the [Student Disability Grievance Procedure](#).

5) SERVICE ANIMALS PROCEDURE

Service animals assisting individuals with disabilities are permitted in all University buildings and facilities and at all activities, except as described below.

Definition: A service animal is defined by the ADA as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including (but not limited to) guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. If an animal meets this definition, it is considered a service animal.

The Director is permitted to ask the following questions only in any instance of the presence of a service animal in a University building:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

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

University's [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 Director of The Learning Center, Disability Services, and Project EXCEL at 513-244-4623 or stacy.mueller@msj.edu.

environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status. This

I. STUDENT DISABILITY ACCOMMODATION GRIEVANCE PROCEDURE

Update July 2019

Mount St. Joseph University has designated the Director of the Learning Center, Disability Services, and Project EXCEL at 513-244-4623, 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 through the University's [Student Disability Accommodation Policy](#). That person will also sometimes be referred to as the 504 Coordinator.

Students with concerns or complaints arising out of the University's handling of the student's request for or implementation of an accommodation should consult this policy. Students with concerns or complaints relating to a belief that the student has been treated differently or harassed because of the student's disability should consult the University's [Equal Opportunity and Non-Discrimination Policy](#).¹

INFORMAL RESOLUTION

days (excluding University holidays) of notice of the Grievance Resolution C