

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Student Requests for Disability Services
<b>FPU Policy Number:</b> FPU-3.0041AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> October 23, 2015
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Student Affairs
<b>Initiating Authority:</b> Ghazi Darkazalli, Executive Vice President of Academic Affairs and Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This applies to all students of Florida Polytechnic University (the “University”).

**B. POLICY STATEMENT:**

The University, through the Office of Disability Services (“ODS”), provides reasonable accommodations in the form of reasonable substitutions or reasonable modifications for students with disabilities so that such students can enjoy the benefits and privileges of University programs, services and activities.

“Services” includes accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services that can help provide full access to University programs, services and activities. Self-identification and registration for services is the student’s option and is not mandatory.

If the student wishes to be considered for services, the student with a disability must self-identify and register with the ODS as the first point of contact. It is the student’s responsibility to submit the Request for Disability Services form to ODS or to request a specific service from ODS in a timely manner at least once, or more often if the student’s needs change. However, once the ODS approves a student for services, if a student’s disability is chronic as well as stable and the student does not need new accommodations, the student does not need to re-apply for services each academic year. A student must make a request for services in a timely manner in order to ensure the appropriate services will be provided.

A student with a disability is any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Academic accommodations include extended time on tests, a quiet testing room, note-taking services, permission to record lectures, a reduced course load, and specific course substitutions, among others. The University will accept reasonable course substitutions previously granted by another state postsecondary institution. Non-academic accommodations for events such as lectures or films, may include barrier free access, sign language interpreters, and alternative formats for printed documents such as large print.

All disability and health-related records are confidential and will not be released outside of the University except as required by law or as authorized by the student.

### **C. PROCEDURES:**

1. How a student requests services. The student must contact the ODS, fill out and submit a Request for Disability Services form and submit medical documentation of the disability from a licensed professional in the appropriate field that attests to and confirms all health-related information as described in the General Guidelines for Documenting Disabilities Form. The student must provide a self-reported description of their disability, explain resulting academic challenges, indicate their past history and current preference for accommodations to the ODS. Students should submit a Request for Disability Services form sufficiently in advance to allow time for processing.
2. ODS determination of eligibility or denial of eligibility. The ODS reviews the Request for Disability Services and any documentation submitted. If the ODS determines that the documentation is insufficient, or that more documentation is needed, the ODS will notify the student by email to the student's University email account and the student must obtain and provide the additional documentation to ODS. If an additional assessment is required, the assessment is at the student's expense. Once ODS receives all the documentation, the ODS will assess the student's information and make a decision whether or not the student is eligible for services.
  - a. Determination of eligibility. If the student is eligible for services, the ODS writes an official letter describing the student's accommodations and notifies the student through the student's University email account that their letter is ready for pick-up. The letter will also advise the student of his/her right to make a request for different services should circumstances change.
  - b. Denial of eligibility. If the ODS determines that the student is not eligible for services, the ODS will issue a decision via email to the student's University email account explaining the reasons for the decision and how the student can appeal.
3. Appealing a denial of eligibility for ODS's services.
  - a. Student files an appeal within ten (10) calendar days. If a student wishes to appeal the denial of a determination of eligibility the student must file a written appeal and any supporting documentation with the ODS within ten (10) calendar days of the date of the ODS decision (the "appeal period"). The ODS forwards the student's appeal and supporting documents and the student's ODS file to the Provost or designee within three (3) business days of receipt of the written appeal.
  - b. The Provost or designee reviews the appeal and issues a decision. The Provost or designee reviews the student's appeal, the documentation submitted by the student and student's ODS file. The Provost or designee notifies the student through their University email account (copying the ODS) of the University's final decision about the student's eligibility for services within ten (10) calendar days of the Provost's receipt of the student's written appeal.

4. Appealing the denial of specific requested services or the denial of a substitution or modification.
  - a. The student files an appeal within ten (10) calendar days. If a student wishes to appeal the denial of specific requested services such as a specific accommodation or the use of a specific adaptive device, or the denial of a substitution/modification, the student must file a written appeal and any supporting documentation with the ODS within ten (10) calendar days of the date of the ODS's decision denying services. The ODS will forward the student's appeal, supporting documents and the student's ODS file within three (3) business days to the Provost or designee.
  - b. The Provost or designee reviews the appeal and issues a decision. The Provost or designee reviews the student's appeal, the documentation submitted by the student and the student's ODS file. The Provost or designee notifies the student through their University email account (copying the ODS) of the University's final decision about the student's eligibility for services within ten (10) calendar days of the Provost's receipt of the student's written appeal.
5. Implementation of accommodations.
  - a. ODS provides the accommodation letter to the student. If the student is approved for services, the ODS will notify the student by email to the student's University email account. The student must pick-up the completed letter of accommodations from the ODS.
    - i. Academic accommodations. The student must present the letter to each of the student's instructors and clearly discuss with each instructor the possible accommodations in the letter the student intends to utilize for the instructor's course sufficiently in advance for the instructor to make arrangements and assist the student in successfully implementing the accommodations in the course.
    - ii. Non-academic accommodations. The student must present the letter to any University employee or Student Government official managing the activity/service of interest to the student and clearly discuss the possible accommodations in the letter the student intends to utilize for the activity/service sufficiently in advance for the University employee or Student Government official to make arrangements, and assist the student in successfully implement the accommodations in the activity/service. In addition, University employees/event sponsors must notify potential attendees that reasonable accommodations should be requested at least five (5) business days prior to the event or service. The University will implement reasonable accommodations if the accommodations does not fundamentally alter the activity/service.

- b. Resolving problems with accommodation implementations. If any issues arise with the implementation of accommodations, the student should make reasonable efforts to resolve the problem informally at the lowest administrative level possible first, including with their instructor or the event/activity sponsor. If the student is unable to resolve the problem, the student should then contact the Coordinator of Disability Services for assistance in informally resolving such problems with implementing accommodations. If the Coordinator cannot resolve the issues, the Coordinator may refer the student to the Provost or designee for assistance.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-3.0041AP	
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Initiating Authority	Date
_____	_____
Academic Policies Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
<b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b>	