



## Kutztown University Policy DIV-004

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### Services for Students with Disabilities

#### A. Purpose

To meet the needs of enrolled students with disabilities and to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Title II, 1990, Kutztown University will continue to assess its physical space to achieve a barrier-free environment and will maintain reasonable accommodations within classrooms and residence halls for students with a variety of physical and learning disabilities. Such accommodations are made, whenever reasonably possible, to allow students with disabilities to undertake academic tasks essential to programs of instruction.

The goal of the university is to provide the education necessary for the qualified student with disabilities to function as a self-sustaining individual.

#### B. Policy & Procedure(s)

The policies regarding accommodation for students with disabilities are as follows:

- (1) **Identification.** The student is solely responsible for the identification and documentation of his/her disabling condition. The Disability Services Office receives and maintains all records of a student's disabilities and the accommodations provided. These records are confidential.
- (2) **Admissions.** The University does not discriminate in its admissions procedure on the basis of disability. Information regarding a disabling condition is not part of the applicant's admission file.
- (3) **Housing.** On-Campus housing will be reserved for all students with declared disabilities who apply within established deadlines. Requests for accessible accommodations for students with physical disabilities should be made as soon as the advanced registration deposit is paid. Incumbent students for whom housing on campus is advisable will be guaranteed housing through graduation as long as they are otherwise eligible and follow the guidelines and deadlines established by the University.
- (4) **Selection of Courses.** Within established deadlines, the university will extend to students with documented disabilities preference in the selection of courses.

- (5) **Student Responsibility.** It is the responsibility of the student to provide documentation to the Disability Services Office and following procedures, to request academic or other accommodations directly from the professor or appropriate administrators. To afford the student with a disability equal opportunity to participate in a service, program, or activity, auxiliary aids, as described in the ADA will be made available when necessary. It is the student's responsibility to request auxiliary aids and to document the need. When provided with a service such as an interpreter, the student is responsible for making the request in a timely manner, and advising, in a timely fashion, when the service will not be needed.

Students who have permission to record lectures will be advised that if the recording(s) are used for any purpose other than studying and if the recordings are shared in any way the faculty member may determine that the student be dismissed from the course and given a grade of "F". The student forfeits all privileges of withdrawal from the course. The action of the faculty member must be made in consultation with the Department Chairperson, the Dean and the Director of Disability Services, and the Registrar must be informed of the action taken. Upon receiving permission to use a recorder in class, students will sign an agreement regarding the conditions under which this accommodation is made.

- (6) **Academic.** The university will make all academic programs accessible to qualified students with documented disabilities. All new construction will conform to the ADA. When appropriate, alternate teaching and testing accommodations will be available to students with declared disabilities. Accommodations may include, but not be limited to, the use of tape recorders in the classroom, extended time for testing, classroom note taker, and alternate test format to enable the student to demonstrate mastery of subject matter. The need for accommodation will be validated by the Director of Disability Services. Auxiliary aids, as described in the ADA, will be made available when necessary to afford an individual with a disability equal opportunity to participate in a service, program or activity. Students are responsible for orientation and mobility training that may be necessary in order to successfully navigate campus.
- (7) **Complaint.** Consistent with the legislation previously cited, students with complaints regarding compliance may register those complaints with the Director of Disability Services. Such complaints must be filed within 45 calendar days of the alleged violation of the Federal Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act Title I and Title II. If there is no resolution of the complaint, students may register the complaint with the Director of Social Equity.
- (8) **General.** Prior to application for admission, students with disabilities are advised to investigate both the university's ability to provide reasonable accommodations for their program of study and their own abilities to undertake such studies.

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**E. Effective Date**

1994

**F. Approved By**

Administrative Council, APSCUF

**F. Last Review**

Fall 2007

August, 2010

August, 2011