

Policies of the University of North Texas at Dallas	Chapter 16 Equity and Diversity
16.004 Disability Accommodations for Students and Academic Units	

Policy Statement. The University of North Texas at Dallas (UNTD, UNT Dallas, or University) does not discriminate on the basis of disability in admission, treatment, or access to its programs or activities, nor in employment in its programs or activities. The University is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 as Amended, and Section 504 of the Rehabilitation Act of 1973. In addition, the University is committed to making all programs and activities sponsored by UNTD accessible, as required by the Texas Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities.

Application of Policy. All University

Definitions.

1. **Accommodations.** “Accommodation” means an academic adjustment to exams or assignments, modification to the environment, auxiliary aids, or service that ensures students with a disability who are otherwise qualified have an equal opportunity to participate.”
2. **Auxiliary Aids and Services.** “Auxiliary Aids and Services” means accommodations that assist students with disabilities in the educational setting. Auxiliary aids and services may include, but are not limited to, digital textbooks, note takers, sign language interpreters, and enlarged text. Devices or services of a personal nature such as personal care attendants, individually prescribed devices, or readers for personal use are not provided by the University.
3. **Disability Services Specialist (DSS).** “Disability Services Specialist” means the official in the Office of Disability Services (ODS) responsible for determining and coordinating reasonable accommodations, modifications, and/or auxiliary aids and services for qualified prospective, newly admitted, or currently enrolled students.
4. **Person with a disability.** “Person with a disability” means a person who has a physical or mental impairment which substantially limits one or more major life activities; who has a record of such impairment; or who is regarded as having

such an impairment.

5. Qualified student with a disability. “Qualified student with a disability” means a student with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities with or without reasonable accommodation.
6. Student. “Student” means an individual who has applied for admission or readmission to the University; who is registered or enrolled in one or more courses for credit at the university; or who currently is not enrolled but has a continuing academic relationship with the university.

Procedures and Responsibilities

1. Referral of Students to the Office of Disability Services (ODS)
 - A. If a faculty or staff member is made aware that a student believes himself or herself to be a qualified student with a disability in need of accommodations or auxiliary aids and services, the student should be confidentially referred to the ODS for consultation with a Disability Services Specialist.
 - B. Faculty and staff may choose not to honor requests for accommodations that have not been approved by the ODS.

Responsible Party: Faculty and Staff

2. Student Eligibility for Accommodations
 - A. A student is eligible for accommodations and/or auxiliary aids and services if they are documented as a qualified student with a disability and the Disability Services Specialist has met with the student and determined that the functional limitations of the disability require such accommodations and/or auxiliary aids and services.
 - i. Prospective students may request reasonable accommodations (*e.g.*, for testing, campus tours, or orientation) at any time during the application process by submitting a written request to the ODS on forms developed for this purpose.
 - ii. Newly accepted and currently enrolled students are responsible for initiating a written disability-related request for accommodations or auxiliary aids and services with the ODS, on forms developed for this purpose, as early as possible in the semester, and prior to the time when the accommodations or auxiliary aids or service will be needed.
 - iii. A mobility impaired student who encounters difficulty accessing a class or program in a UNTD facility should meet with ODS to request an

accommodations for ensuring that the program is accessible.

- B. The Disability Services Specialist has the discretion to determine the type of documentation necessary to establish the present level of the student's disability and its impact on the student's needs in the UNTD setting. Any costs related to this initial documentation will be the responsibility of the student.
- C. The Disability Services Specialist may determine the need for a second professional opinion concerning the nature or severity of a student's disability. Costs related to obtaining a second opinion will be assumed by UNTD to the extent not otherwise covered by student insurance.

Responsible Party: Students and Office of Disability Services

3. Determination, Limitations, and Notification Regarding Eligibility.

- A. Determination. The University is required to provide reasonable academic adjustments and auxiliary aids and services that are necessary to afford students with disabilities an equal opportunity to participate in UNTD's educational program. The Disability Services Specialist determines accommodations on a case-by-case basis, based on the documentation, the student's history, and specific functional limitations. The Disability Services Specialist will determine whether accommodations or auxiliary aids or services are reasonable following an individual assessment of a student's written documentation and a personal meeting with the student. If necessary, the Disability Services Specialist will collaborate with individual faculty members to identify reasonable accommodations that provide students with an equal opportunity without modifying essential course requirements.
- B. Limitations.
 - i. The University is not required to make adjustments or provide aids or services that would result in a fundamental alteration of an educational program or impose an undue burden on the University.
 - ii. The University is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of that course or program.
 - iii. Decisions regarding accommodations, auxiliary aids and/or services may require consultation with UNTD faculty and/or administrators to consider the fundamental nature of a course or academic program.

- iv. Letters of accommodations are not retroactive.
- v. Reasonable accommodations provided by UNTD may not be the same accommodations afforded to the student by other educational institutions or employers.
- C. Notification. The Disability Services Specialist will provide a student with written notice regarding the determination and any approved accommodations, or auxiliary aids and/or services. ODS communicates a student's approved accommodations via letters that are requested and delivered by the student to their instructors. The letters include all of the classroom accommodations that are approved for an individual student.

Responsible Party: Office of Disability Services

4. Student Responsibilities

- A. A student has no obligation to inform the University that he or she has a disability; however, if a student desires accommodations or other disability-related services from the University, the student must identify themselves as having a disability.
- B. A student who wishes to request disability-related accommodations or modification of certain generally applicable academic/degree requirements must provide the ODS with timely, relevant, and complete written documentation of the disability for which accommodations are requested.
- C. A student who wishes to request disability related accommodations or modifications should do so as early as possible. Once the necessary documentation is provided to the ODS, requests for accommodations are processed in a timely manner. Letters of accommodations are not retroactive.
- D. As early as possible in a semester, a student who has been approved for accommodations and/or use of auxiliary aids and services should seek a confidential meeting with faculty members to:
 - a. Provide the notice from the Disability Services Specialist approving the accommodations and/or use of auxiliary aids or services; and,
 - b. Make arrangements for implementation of the approved accommodations and/or use of auxiliary aids and services.
- E. Students should request, pick up, and deliver accommodations letters well in advance of class exams as faculty members have up to five (5) business days to provide approved accommodations.
- F. Students must request accommodations each semester that they desire to receive them.

- G. Any student who feels that the granted accommodations are ineffective should inform the Disability Services Specialist immediately, so that alternate accommodations may be considered.

Responsible Party: Students

5. Faculty Responsibilities

- A. Faculty members may not deny an approved accommodations without consulting the Disability Services Specialist to consider alternate means to accommodations a student's disability. At the request of a faculty member, ODS will review the accommodations provided for a specific course to consider their impact on the fundamental nature of a course or academic program.
- B. Faculty members may not disclose the student's disability to any other student or faculty member without the consent of the student.
- C. After receiving an accommodations letter, faculty members have up to five (5) business days to provide the approved accommodations. This is to allow time for any administrative planning that may need to occur.
- D. Course syllabi shall include the following statement:
 - . The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities.). Students with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written, letters of accommodation provided by the ODS. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may contact the Office of Disability Services (ODS) at www.untDallas.edu/disability to seek accommodation. Students at the UNT Dallas College of Law should contact the College of Law Student Affairs at colstudentaffairs@untDallas.edu to seek accommodations. The College of Law Office of Student Affairs will work with the UNT Dallas ODS to process the request.

Responsible Party: Faculty

6. ADA Coordinator

- A. The ADA Coordinator shall receive and respond to complaints of discrimination on the basis of disability, including allegations of failure to accommodations; oversee the University's response to requests for accommodations from students; and oversee the response to campus accessibility issues in collaboration with other offices.
- B. The ADA Coordinator's office is located in the Office of Compliance.

Responsible Party: ADA Coordinator

7. Discrimination and Harassment Measures

Individuals who believe that they have been discriminated against on the basis of having a disability, a record of disability, or being regarded as disabled may file a complaint with the Office of Equal Opportunity pursuant to UNTD Policy 5.002 Diversity and Equal Opportunity Statement.

8. Grievance Procedures

The Office of Disability Services (ODS) and the Office of Compliance are committed to working with University employees and students with disabilities to resolve disagreements regarding the need for and/or implementation of accommodations. A student requesting an accommodations and/or use of auxiliary aids or services may seek dispute resolution in accordance with the procedures below if the student either disagrees with a decision of the ODS, or is dissatisfied with the final accommodations.

- A. Informal Resolution. Within seven (7) business days of receiving notice from the Disability Services Specialist (DSS) of the decision on their request for accommodations, or of any perceived failure to provide approved accommodations, a student may seek informal dispute resolution through the ODS DSS. If the ODS DSS cannot reach agreement with the student to resolve the concerns informally, the student may appeal to the AVP for Student Access and Success of the ODS.
- B. Formal Resolution. The AVP for Student Access and Success will review all written materials submitted by the ODS DSS and will interview, as necessary, the student, the ODS DSS, any faculty member and any other person deemed relevant to the issue. The AVP for Student Access and Success will render a decision and inform the student.

Responsible Party: AVP for Student Access and Success

- C. Compliance Complaint Process - If the student is not satisfied with the decision reached through formal or informal resolution, a complaint may be filed with the campus ADA Coordinator in the Office of Compliance. A student is not required to exhaust informal and formal resolution methods before filing a complaint.

Responsible Party: Office of Disability Services and Office of Compliance

9. Ineligibility

The ADA applies to all qualified students with a disability. “Qualified student with a disability” is defined as a student with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities with or without reasonable accommodation. Students who do not meet this criteria within the definition of the ADA are not entitled to reasonable accommodations and are not eligible to receive counseling or other assistance from the ODS. The ODS shall not issue any communications, directions, or suggestions to faculty, staff, or administrators regarding students who have not been certified a qualified student with a disability.

Responsible Party: Office of Disability Services

References and Cross-references.

[The Americans with Disabilities Act of 1990](#)

[Americans with Disabilities Amendments Act](#)

[\(2008\) Texas Accessibility Standards](#)

[Americans with Disabilities Act Accessibility](#)

[Guidelines The Rehabilitation Act of 1973,](#)

[Sections 503-504](#)

[UNTD Policy 16.001 Diversity and Equal Opportunity Statement](#)

Forms and Tools:

N/A

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