

Policy Manual: Accommodations

Accommodations Office

Learning Resource Center

Mid-America Christian University

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Accommodations Policy

University Policy

Mid-America Christian University (MACU) seeks to create an environment where all capable students access educational opportunities. Reasonable and appropriate accommodations, in and out of the classroom, are provided for students who qualify under the Americans with Disabilities Act as having a disability unless doing so creates an undue burden for the institution or fundamentally alters a program. A reasonable accommodation may include an adjustment to policies, practices, or procedures to provide access.

Definition of a Disability

Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

- The phrase physical or mental impairment means –
 - Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine;
 - Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability;
 - The phrase physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism;
- Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, interacting with others, and working; and (ii) The operation of a major

bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

- The phrase has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
- Has a record of such an impairment: An individual has a record of such an impairment if the individual has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Source: Americans with Disabilities Act Title III Regulations, Department of Justice, March 8, 2012.

Statement of Nondiscrimination

The University does not discriminate on the basis of handicap in the recruitment and admission of qualified students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. Title IX Coordinator is the designated coordinator for University compliance with Section 504 of the Rehabilitation Act of 1973.

Responsible Parties

The Accommodations Director is the Accommodations Officer at MACU and oversees accommodations procedures for all MACU students, including students in the College of Adult and Graduate Studies (CAGS) and the College of Arts and Sciences (CAS). Individuals with questions regarding accommodations for students with disabilities should contact the Accommodations Director at accommodations@macu.edu.

Grievance Procedure for Discrimination

A student who has a complaint against a student, faculty member, staff member, or other individual involving a violation of this policy or of retaliation should contact the Accommodations Director. Although there is no specific time limit for reporting a suspected violation of this policy, a student who believes that he or she has been subjected to conduct that violates this policy or another student or employee has been subjected to a violation is encouraged to contact the Accommodations Director as soon as possible after the alleged act to

discuss the available options for proceeding. If the violation has been addressed with the Accommodations Director and has not been adequately resolved, individuals may appeal to the Vice President for Academic Affairs.

General Accommodations Use Policies

It is the student's responsibility to discuss accommodations and request the use of accommodations in each class with each instructor. Failure to discuss and request the use of accommodations with the instructor in a reasonable time frame before needed use may result in a delay in the use of accommodations.

All files, documents, and additional items obtained as part of an accommodation may only be used by the student for purposes related to the course. Copying or distributing materials received to accommodate a disability is strictly prohibited.

The accommodations granted to the student only apply to MACU. Testing, including licensing examinations, CLEP examinations, and placement examinations, conducted outside of a MACU course may be subject to different standards. Students may not be granted accommodations with outside testing organizations. Additionally, some course testing regulations may be in place to prepare students for such external examinations. MACU is not responsible for accommodations for these exams, nor is MACU liable for a student's ability or inability to complete testing in a designated time frame due to granted accommodations at MACU.

Process for Granting Accommodations

Student Discloses Disability

A student may disclose a disability to any University Representative. A University Representative is anyone that the student would recognize as a representative of the University, including Faculty, Staff, and student staff.

When a student discloses a disability to a University Representative, the representative is responsible to do the following:

- Refer the student to the Accommodations Office
- Contact the Accommodations Office to notify the office of the disability disclosure.

Intake of Information

The Accommodations Office will contact the student and provide information about accommodations at Mid-America Christian University, encouraging the student to complete the Accommodations Request Process:

Complete the Accommodations Request Form

- The Accommodations Request Form (<https://macu.wufoo.com/forms/accommodations-request-form/>) is designed to provide the Accommodations Office with initial information about the student, the disability, and requested accommodations.
- The Accommodations Office will contact students who complete the Accommodations Request Form to schedule an Accommodations Interview.
- By completing the Accommodations Request Form, the student grants the Accommodations Office permission to discuss the information provided with University personnel necessary to process the request.
- Students who have already been granted accommodations at the University and wish to adjust those accommodations may do so by completing a new Accommodations Request Form.

Complete an Accommodations Interview with the Accommodations Officer

- This interview is designed to be a discussion between an Accommodations Officer and a student where a variety of information is gathered, including, but not limited to, the following:
 - The disability
 - How the disability impacts the student's life and academic pursuits
 - Barriers related to the disability and the campus environment
 - Accommodations and assistive technologies that have been used and/or helpful in the past
 - Challenges that the student may face at MACU related to the disability
 - Accommodations that may be that may be helpful and appropriate at MACU.

- The student or the Accommodations Officer may include other individuals in the Accommodations Interview, as appropriate and available.
- The interview may be in person, via phone, or video.
- The interview is semi-structured, meaning the Accommodations Officer has a predetermined set of questions to go through with the student; however, the Accommodations Officer may ask additional, probing questions as needed.
- Students who wish to receive the list of predetermined questions before the interview should make this request in writing to the Accommodations Office before the interview.

Provide any Requested Information and/or Documentation

- Following the interview, the Accommodations Officer reviews the Accommodations Request Form, notes from the Accommodations Interview, and other applicable information. The Accommodations Officer may request additional documentation related to the disability from the student to aid in determining appropriate and reasonable accommodations, including but not limited to the following:
 - Medical verification of disability
 - Expected longevity of the diagnosis
 - Recommended accommodations from a medical professional
 - Copies of test results
- Requests for additional information or documentation will be made in writing and sent to the student via email.
- Documentation should be from a state in which the student is a resident.
- Additional information may be requested as part of a request for an Assistance Animal. For more information on Assistance Animals, see the [Policy Manual for Assistance Animals at MACU](#).

Processing of Request

Determination of Accommodations

The Accommodations Office determines what accommodations are reasonable and appropriate for each student. This determination is based on the following:

- A review of the Accommodations Request Form, the Accommodations Interview notes, and provided documentation.
- A review of the disability and best practices for providing accommodations for the specific disability
- A review of the barriers resulting from the disability as it relates to the campus environment
- A review of limited access due to the disability and ways access can be granted.
- A review of whether or not essential elements of the program, class, service, activity, etc., may be compromised by the accommodation.
- A consultation with other professionals, if necessary. Consultants may include the College Dean or Associate Dean, the School Chair, or other appropriate parties deemed necessary by the Accommodations Officer.
- The expertise of the Accommodations Officer.

The determination process is typically completed within 5-10 business days of receiving all necessary information.

Notification of Student

The Accommodations Office notifies the student via email regarding the determination of accommodations. Students who are not satisfied with the outcome of the decision may request that their file be reviewed again. This additional review may include additional personnel of the Accommodations Office, and additional interviews or documentation may be requested.

Completion of Accommodations Acceptance Form

The Accommodations Acceptance Form is provided to students who have been granted accommodations. The form includes the following:

- A list of accommodations that have been granted.
- An area for the student to acknowledge that they understand the accommodations granted.
- An area for the student to indicate how instructors will be notified about the accommodations.
- An area for the student to grant permission for the Accommodations Office to discuss their accommodation needs with University personnel, as necessary, to provide the accommodations granted.
- An area for the student to acknowledge specific aspects of the Accommodations Policy.

Students must complete and sign the form before accommodations are implemented.

Provision of Official Accommodations Memo

After completing the Accommodations Acceptance Form, the student will be provided with a memo detailing the specific accommodations that the student has been granted. This memo can also be provided to instructors as evidence of the student's registration of a disability in the MACU Accommodations Office.

Process for Notification of University Personnel

Notification of University Personnel

Specific University personnel will be notified of students with accommodations and the specific accommodations deemed necessary for completing their jobs. This will occur within five (5) business days of completion of the Accommodations Acceptance Form and at predetermined intervals.

University personnel will only be notified of accommodations with which they will be expected to assist in providing, for example:

- Information regarding academic accommodations may be distributed to the College Dean and Associate Dean, applicable School Chair, and relevant Faculty members and/or instructors.
- Information regarding residential accommodations may be distributed to the Director of Residential Housing.
- Information regarding dietary accommodations will be distributed to the Director of Student Life and the Food Services Director.

An updated list of students with accommodations and specific accommodations will be provided throughout the year.

Notification of Instructors

The student may notify instructors personally or have the Accommodations Office provide notification. Notification includes providing a copy of the student's Official Accommodations Memo to the instructor. This decision is noted on the Accommodations Acceptance Form. The student may change it at any time by updating and re-signing the Accommodations Acceptance Form and re-submitting it to the Accommodations Office or notifying the Accommodations Office via email at accommodations@macu.edu.

Student Notification of Instructors

If the student chooses to notify instructors personally, the student is responsible for providing instructors with a copy of the Official Accommodations Memo. The Accommodations Office can provide paper copies of the Official Accommodations Memo at the student's request. The student may notify the instructor at any point in the semester.

Accommodations Office Notification of Instructors

If the student chooses for the Accommodations Office to notify instructors, the Accommodations Office will do so within five (5) business days of starting a course. The student is responsible for informing the Accommodations Office of changes to their schedule that are made after the first day of class. Failure to do so may result in new instructors not receiving a copy of the Official Accommodations Memo.

Changes to Accommodations

Requesting Additional Accommodations

At any point, students who have already been granted accommodations may seek additional accommodations. Students who wish to adjust their current accommodations may do so by completing a new Accommodations Request Form. Any change may require an additional Accommodations Interview or documentation, as determined by the Accommodations Office.

Changing Notification Preferences

The student may choose to either notify instructors personally or have the Accommodations Office provide notification. This decision is noted on the Accommodations Acceptance Form. The student may change it at any time by updating and re-signing the Accommodations Acceptance Form and re-submitting it to the Accommodations Office or notifying the Accommodations Office via email at accommodations@macu.edu.

Reactivation of File

Files for students who have stopped out of classes for more than four (4) months will be considered inactive. If students return to school and wish to reactivate accommodations and notifications, they should contact the Accommodations Office via email at accommodations@macu.edu. The student will only need to complete an Accommodations Request Form or an Accommodations Interview or provide additional documentation if additional or different accommodations are being requested or if the timeline for the accommodations has expired.