

Academic Accommodation Services

Policy Information			
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Responsible University Administrator:	VP Academic Affairs/Provost	President Council Approved Date:	March 2, 2023

1. Purpose

- 1.1. To provide a policy and process where reasonable accommodations may be requested by students with disabilities to acquire the skills that will assist them as they transition into the professional world of health care.

2. Policy

- 2.1. Baptist Health Sciences University (Baptist University) is committed to creating a collaborative and supportive learning environment in which students are encouraged to develop intellectually, vocationally, and spiritually. Baptist University strives to create an equitable, accessible environment for all students to independently learn, work and grow. Baptist University does so by engaging students in a variety of instructional modes and providing reasonable accommodations for students with documented disabilities.
- 2.2. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Baptist University provides academic accommodations for students with disabilities on an individual basis. Baptist University adheres to all applicable federal and state laws with respect to providing reasonable accommodations to give equal educational opportunities to qualified disabled individuals.
- 2.3. Student role in requesting academic accommodations:
 - 2.3.1. Students provide documentation necessary to establish the existence of a disability. This varies depending upon the nature of the disability. Such standards may require students to provide documentation that:
 - 2.3.1.1. Includes a diagnosis of a medical condition, as well as supporting information such as the date of the diagnosis, how the diagnosis was reached and the credentials of the diagnosing professional;
 - 2.3.1.2. Is prepared by appropriate medical professionals (qualified professionals , e.g., medical doctor or psychologist or other qualified diagnosticians) and be on the provider’s official letterhead;
 - 2.3.1.3. Includes information demonstrating credible evidence of disability, i.e., summary or listing of functional limitation(s);

- 2.3.1.4. Meets currency requirements regarding medical information and data so long as those requirements are in keeping with best practices concerning the relevant medical field in question;
- 2.3.1.5. Includes information concerning how the disability affects a major life activity and/or affects the student's academic performance (including information regarding duration, frequency, and severity); and
- 2.3.1.6. Provides supporting evidence regarding the need for modification, academic adjustments, auxiliary aids and/or services.
- 2.3.1.7. Other supportive evidence regarding the existence of a disability and need for accommodation includes:
 - 2.3.1.7.1. Documentation of disability and accommodation from elementary and secondary institutions (e.g., a previous IEP, Section 504 Plan or Summary of Performance) or evidence of having been accommodated by other postsecondary institutions;
 - 2.3.1.7.2. An individual's own description of difficulties and personal statements regarding limitations related to the manifestations of the condition, as well as descriptions of informal accommodations provided and utilized.
- 2.3.2. Documentation and diagnosis of a specific disability must be completed by a qualified professional. A "qualified professional" is a person who is licensed or otherwise properly credentialed and possesses expertise in the disability for which modifications or accommodations are sought.
- 2.4. Requests for accommodations are evaluated on an individual basis based on a review of the documentation presented and the recommendations of the qualified examiner. During the academic accommodation evaluation, Baptist University's ADA Coordinator works with the student to develop the most appropriate accommodations that meet the student's documented need.
- 2.5. If a determination is made that the submitted documentation is inadequate Baptist University must, within five (5) class days of this determination, provide the student a written statement, specifying the reasons for any adverse determination, any additional information or data that the student is required to provide, and the timeframe for providing the additional information.
- 2.6. Baptist University is not obligated to provide accommodations that would substantially impact the essential nature of the instruction being pursued by the student requesting an accommodation or any directly related licensing requirement.
- 2.7. Students who request accommodations and are not satisfied with the outcome have the right to appeal the decision using the Accommodation Dispute Resolution Policy. Students must initiate the appeal process within thirty (30) class days from the receipt of the decision.
- 2.8. Faculty guidelines in accommodating students with disabilities:
 - 2.8.1. Faculty are responsible for and required to provide accommodations for students with disabilities that have been approved;
 - 2.8.2. Faculty may not unilaterally deny or modify approved accommodations;
 - 2.8.3. Students are not required to request or seek approval from faculty regarding the receipt of accommodations that have been approved;
 - 2.8.4. If a faculty member receives an accommodation form and does not understand or agree with the accommodation, it is the faculty member's professional responsibility to contact the ADA Coordinator to discuss the issue;

- 2.8.5. Pending resolution of any dispute by the faculty regarding the accommodation, the accommodation or an effective alternative will be provided.

3. Definitions

- 3.1. Class days – All timeframes in this policy refer to class days and are subject to modification as necessary. For this policy, class days defined as Monday through Friday when classes are in session, excluding officially recognized Baptist University holidays.

4. Procedure

- 4.1. Baptist University has an identified staff member who serves as the ADA Coordinator. Responsibilities for the steps in the request for academic accommodation include:
- 4.1.1. Student
- 4.1.1.1. Initiates the request for accommodations by contacting the ADA Coordinator as soon as the need for an accommodation is identified and completes the required forms to initiate an accommodation request.
 - 4.1.1.2. Provides current, adequate and comprehensive documentation and diagnosis of a specific disability completed by a qualified examiner to the ADA Coordinator.
 - 4.1.1.3. Advises the ADA Coordinator of any changes that may affect their accommodations.
 - 4.1.1.4. Contacts the ADA Coordinator in writing for any need for modification of existing accommodations.
 - 4.1.1.5. Contacts the ADA Coordinator immediately if a faculty member refuses to provide an agreed upon accommodation or unilaterally modifies an agreed upon accommodation.
 - 4.1.1.6. Students who receive accommodations and would like the accommodations to be continued in the next term must email their course schedule for the next term to the ADA Coordinator no later than one month prior to the start of the next term's classes.
- 4.1.2. ADA Coordinator
- 4.1.2.1. Serves as the primary contact person for students, faculty and staff regarding student academic accommodations.
 - 4.1.2.2. Reviews the evaluative documentation and determines reasonable accommodations on an individual basis.
 - 4.1.2.3. Consults with the student to develop the most appropriate accommodations to meet the student's documented needs.
 - 4.1.2.4. Communicates, in writing, the decision regarding type(s) of accommodations approved to both the student and appropriate instructional faculty.
 - 4.1.2.5. Provides faculty with information about the disability to implement the recommended accommodations where necessary and within the limitations of privacy laws.
 - 4.1.2.6. Meets with faculty and designated staff to avoid delays in implementation.
 - 4.1.2.7. Regularly confers with faculty regularly regarding the effectiveness of accommodations.
 - 4.1.2.8. Modifies agreed upon accommodations as appropriate.
 - 4.1.2.9. Maintains all records pertaining to accommodations.
 - 4.1.2.10. Provides information and updates on ADA issues to members of the campus community.
 - 4.1.2.11. Serves as a liaison between students, faculty, staff, facilities, student housing, and administration.
- 4.1.3. Faculty
- 4.1.3.1. Provides agreed upon accommodations.

- 4.1.3.2. Communicates with the ADA Coordinator concerning questions about accommodations.
- 4.1.3.3. Implements accommodations as soon as reasonably possible after receiving the recommendations in writing from the ADA Coordinator.
- 4.1.3.4. Assists the ADA Coordinator in identifying alternative accommodations.

5. Related Information

- 5.1. ACA.6071 Accommodation for the Clinical Setting Policy
- 5.2. ACA.6070 Accommodation Dispute Resolution Policy
- 5.3. STU.5013 Service & Support Animal Policy

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: