

	<i>Responsible Office or Department:</i>	Academic Affairs
	<i>Effective Date:</i>	07/12/2012
<b><i>Accessibility Services: Accommodations</i></b>		

### **PURPOSE:**

Providing reasonable accommodations for qualified students with disabilities.

### **SCOPE:**

All students, faculty, staff, Office of Accessibility Services.

### **MAIN PROVISIONS:**

Niagara University has a responsibility to provide program access (including physical access, access to programs, services, activities, and instruction) to qualified students with disabilities. This means that the University provides reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for individuals with disabilities upon request.

Reasonable accommodations may include providing printed materials in an alternative format, an interpreter, access to assistive technology, relocating services to accessible locations, and providing extended time on tests. Students with disabilities must register with Niagara University's Accessibility Services Office, provide documentation of disability, and request needed accommodations. Accessibility Services has the responsibility of determining what reasonable accommodation is and providing the accommodation in a timely manner.

"Ultimately, a student with a disability requires alternative arrangements only when faced with a task that requires skill that her disability precludes" (Accommodations vs. Universal Design).

### **PROCEDURES:**

#### **Requesting Accommodations**

Any qualified student with a documented disability may request reasonable accommodations, adjustments, and auxiliary aids and services. The purpose of accommodations and modifications is to reduce or eliminate any disadvantages that may exist because of an individual's disability.

#### **Student Responsibilities**

- Meet the timelines and procedural requirements established by the university – this is

essential for receiving services. The university cannot guarantee the availability of the necessary service/support without appropriate notice.

- Provide the Accessibility Services staff with appropriate documentation of your disability and how it may impact you in the college environment.
- Obtain a student intake form to complete and return by contacting Accessibility Services, Seton Hall, First Floor, Niagara University, NY 14109, 716.286.8541, FAX: 716.286.8063, email.
- Meet with the Accessibility Services staff prior to or at the beginning of each semester so that appropriate accommodations can be determined and provided in a timely manner. Students are strongly encouraged to make this contact within the first two weeks of each semester.
- Sign consent, if needed, authorizing the Accessibility Services staff to discuss your need for accommodations and services with the professional source of your documentation (e.g. medical doctor, psychologist) or university personnel if needed.
- Inform your faculty or other campus professionals in a timely manner of your need for accommodations. You may request that a Course Accommodation Approval Form be prepared for you to give to your professors or other campus professionals outlining what accommodations are appropriate and have been approved for the semester. Accommodations are specific to the class/situation and are determined by the Accessibility Services staff as appropriate to meet the needs of each student.

#### Accessibility Services Responsibilities

- Determine eligibility for participation of students with disabilities in the accommodation process based upon a review of appropriate documentation.
- Determine the appropriate accommodation for each student based on the individual's need on a case-by-case/course-by-course basis.
- Assure the student is provided the opportunity for using the appropriate accommodation.
- Interact with administrative and academic personnel when appropriate.

#### Faculty and Campus Personnel Responsibilities

- Maintain the integrity of all university programs (e.g., programs, courses, activities and services).

- Assure that confidentiality of information regarding students with disabilities is maintained.
- Discuss with Accessibility Services any concerns related to the accommodation(s) or arrangements that have been requested by the student during their initial contacts.
- Provide appropriate accommodations by making arrangements with Accessibility Services. Administrative personnel and faculty can choose to provide accommodations for convenience reasons. However, caution should be used in providing accommodations without first consulting with Accessibility Services on what types of accommodations are appropriate.
- Determine the conditions under which an exam is to be administered (e.g., time of exam, open book, use of notes, dictionary) and clearly conveying them to the test administrator/proctor.
- Assure the timely delivery of an exam, along with all necessary instructions and materials for proper administration, if a student's exam is to be administered outside of class. The faculty member may also make arrangements with the student for the delivery and return of the exam.

#### **ADDITIONAL INFORMATION:**

None

#### **POLICY HISTORY:**

- Originated: 2012
- Current Effective Date: 07/12/2012
- Next Review Date: **2026**
- Revision/Renewal Log:
  - Reviewed 11/30/2023, no revisions necessary
  - Replaces "Accommodations for Students with Disabilities", effective 07-12-2012