



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

Policy # 11.9  
Date Approved: 11/09/06  
Date Amended: 09/20/08  
Reviewed w/no Changes:  
Office of Responsibility: VP SS  
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**SUBJECT: DISABILITY SUPPORT OFFICE**

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**I. GENERAL POLICY STATEMENT**

In accordance with *The Americans with Disabilities Act* and *Section 504 of the Vocational Rehabilitation Act of 1973* (ADA), Southern Utah University will implement procedures both in the spirit and letter of the law to ensure equal access to educational opportunities for individual students with disabilities.

**II. REFERENCES:**

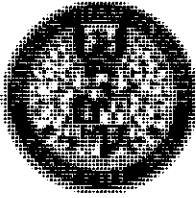
Americans with Disabilities Act, 42 U.S.C., Sections 12131 and 12132 (ADA)  
Section 504, 29 U.S.C. Section 794  
FERPA, 20 U.S.C. Section 1232g

**III. CONFIDENTIALITY**

Disability and disability-related information will be kept in secure, confidential files. With a student's signed prior authorization, information may be shared with other campus professionals on a need-to-know basis.

**IV. ESTABLISHMENT OF ELIGIBILITY**

1. To receive services students must inform the Office for Students with Disabilities (OSD) of the need for academic adjustments, accommodations, or auxiliary aids. The OSD will represent the University in determining the nature and extent of authorized adjustments, accommodations, or aids.
2. Students are responsible for providing adequate documentation of medical, psychological, learning or other disabilities. The OSD is not responsible for delayed services because of documentation not provided in a timely manner.
3. Students must sign a *Release of Information* authorization so that the OSD can contact physicians or other professionals regarding information relating to a student's requests and needs. Failure to provide this *Release of Information* authorization may delay receiving accommodations.
4. If the documentation is outdated or does not provide needed information, the student may be required to provide updated documentation (*psychiatric and psychological disabilities: six-month update; learning disabilities: five years; other disabilities: within the last three years*).



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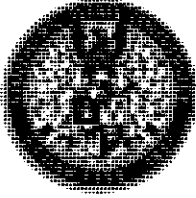
5. Individual "learning styles," "academic problems," and "test difficulty or anxiety" do not, by themselves, constitute a disability and as such do not require academic adjustments or accommodations.

**V. AUTHORIZED ACCOMMODATIONS**

1. Based upon a review and assessment of a student's documentation, if the student is determined to be eligible under *The Americans with Disabilities Act*, appropriate academic adjustments, accommodations, or auxiliary aids for an educational setting will be authorized by the Office for Students with Disabilities (OSD). Due to administrative challenges associated with hiring interpreters and other trained personnel, students are expected to request such accommodations at least eight (8) weeks before each term/quarter/semester.
2. Since accommodation needs may change over time, a prior history of accommodation does not necessarily warrant the continued provision of a similar accommodation.
3. Accommodations or academic adjustments, where authorized by Federal law for eligible students, will be based on documentation of functional limitations and capabilities, as well as the learning, educational or other requirements of the University. Otherwise, a student may be classified as one who does not qualify for ADA accommodations.
4. The final determination for authorizing accommodations rests with the OSD.
5. The OSD may refuse to provide requested accommodations, academic adjustments, or auxiliary aids if it constitutes an undue burden on the University or if the documentation does not adequately prove need for requested accommodations under ADA.

**VI. FACULTY RESPONSIBILITIES**

1. Faculty will provide an updated class syllabus each term with the following language:  
  
*Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations, or auxiliary aids must contact the Office for Students with Disabilities. The Office for Students with Disabilities determines eligibility for and authorizes the provision of these services and aids.*
2. Students requesting academic adjustments, accommodations, or auxiliary aids from faculty will be told to contact the Office for Students with Disabilities (OSD).



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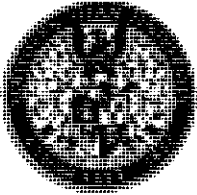
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3. If needed, faculty will discuss essential educational elements, curriculum, or other educational issues with the OSD as they relate to student academic adjustments, accommodations, or auxiliary aids.
4. Faculty will provide academic adjustments, accommodations, or auxiliary aids as authorized by the OSD. In general, faculty will be informed only of limitations and the accommodations necessary for their class.
5. Faculty shall respect a student's legal right to confidentiality and shall not discuss any accommodation, medical, or disability-related information with anyone other than the OSD or Southern Utah University's ADA coordinator.
6. Faculty may consult with the OSD when there is a need to understand the nature and extent of the authorized academic adjustments, accommodations, or auxiliary aids; or when accommodations do not appear to be adequate or restrict the nature of the class or the course curriculum.
7. Faculty and staff may utilize Southern Utah University's Employment Grievances procedure (SUU Policy and Procedures, policy #8.4) for resolution of any problem with ADA accommodations or implementation. This policy provides an effective means of insuring fair treatment of faculty and staff members who seek to resolve an ADA related grievance.

**VII. STUDENT RESPONSIBILITIES**

1. Students bear the responsibility to request academic adjustments from the Office for Students with Disabilities (OSD). Student requests should be made at least two weeks prior to the needed academic adjustments, accommodations, or auxiliary aids; and at least eight weeks for books on tape, interpreters, or more extensive accommodations.
2. Students requesting academic adjustments, accommodations, or auxiliary aids must provide the OSD with appropriate documentation which verifies and supports their request for a specific accommodation.
3. Students must sign a "*Release of Information*" form to be kept in their confidential file.
4. Students are required to meet with the OSD each semester for a case review to determine academic adjustments, accommodations, or auxiliary aids for that semester. Accommodations or academic adjustments authorized for eligible students will be



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based on documentation of functional limitations and capabilities, and the learning or educational requirements of the University.

5. The OSD will provide each student with "*accommodation letters*" to be given to assigned professors which authorize academic adjustments, accommodations, or auxiliary aids for that semester.
6. Students are responsible for the delivery of the "*accommodation letters*" to the designated faculty members in a timely manner.
7. All students, including students with disabilities, must meet the conduct and performance standards required of all students at Southern Utah University.
8. If students feel they have experienced discrimination regarding ADA accommodations or implementation of accommodations, they may initiate Southern Utah University's grievance procedure for students by contacting the ADA Campus Coordinator.