



**Policy No:** 340

**Policy Name:** Services for Students with Disabilities

## **I. Purpose**

This policy describes the process and procedures Tennessee Tech follows to ensure that qualified students with disabilities are not excluded from participation in or denied the benefits of its services, programs, or activities.

## **II. Review**

This policy will be reviewed every two years or when circumstances require review, whichever , with recommendations for revision presented to the Administrative Council and University Assembly.

## **III. Definitions**

- A. Disability:** With respect to an individual seeking reasonable accommodations or adjustments in programs and services, a physical or mental impairment that substantially limits one or more of the major life activities, or a record of such impairment, or being regarded as having such an impairment.
- B. Fundamental Alteration:** A change so significant that it alters the essential nature of the services, programs or activities.
- C. Inactive Student:** A student who has not requested services or who has not participated in a semester review for the current semester or a student who is no longer enrolled in the university.
- D. Qualified Individual with a Disability:** An individual with a disability who satisfies the requisite skills, experience, education, and other program-related requirements, and can perform, with or without reasonable accommodations or adjustments, the essential requirements of such program.
- E. Reasonable Accommodation:** Making existing facilities readily accessible to and usable by individuals with disabilities, acquiring or modifying equipment or devices, adjusting examination schedules, student course schedule, providing qualified readers, interpreters, or scribes, course substitutions, and other similar accommodations or adjustments for individuals with disabilities.  
Accommodations may

- F. Registration:** Submission by the student of current qualifying disability documentation, ODS Application, Release of Information Form, and class schedule. Meeting with ODS professional to discuss requested services once all submissions have been received.
- G. Semester Review:** A review of current schedule and services with an ODS professional.
- H. Service Animals:** A dog or miniature horse that is individually trained to do work or perform tasks for a person with a disability.
- I. Student:** A student who has registered and met with an ODS professional for an initial assessment and continues to engage in a semester review in order to request reasonable accommodations or adjustments.
- J. Undue Burden:** A set of facts that renders the accommodation or adjustment unreasonable. Factors to be considered include: cost, financial resources of the state, health and safety considerations or any other factor supported by law.

#### **IV. Policy**

Tennessee Tech does not discriminate against individuals on the basis of disability as defined in Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990 as amended. Tennessee Tech will make reasonable accommodations or adjustments for qualified students with disabilities to ensure that they are not excluded from participation in or denied the benefits of its services, programs, and activities.

#### **V. Responsibilities for Implementation**

- A. Student**
  - 1. The student seeking a reasonable accommodation or adjustment must register with ODS.
  - 2. The student seeking a reasonable accommodation or adjustment must submit appropriate documentation.
  - 3. The student seeking a reasonable accommodation or adjustment must schedule and participate in a semester review with ODS each semester.
  - 4. related to the reasonable accommodation or adjustment.
  - 5. The student granted permission to record classroom lectures must comply with TTU Policy No. 180 (Personal Recording Devices).
  - 6. The student must return loaned equipment at the end of each semester. A hold for classes if the equipment is not returned and/or replaced.

7. issues related to reasonable accommodations or adjustments.

**B. Faculty**

reasonable accommodations or adjustments, faculty are required to:

1. Adhere to Tennessee Tech disabilities,
2. Provide academic adjustments and reasonable accommodations in courses as specified in the Academic Adjustment Form,
3. Coordinate extended time adjustments with ODS professionals to ensure appropriate reasonable testing accommodations,
4. requiring academic adjustments and accommodations must contact the Office of Disability Services (ODS). ODS is located in the Roaden University Center, Room 112; phone 372-6119. For more information see TTU Policy 340 (Services for Students with Disabilities) at [www.tntech.edu/policies](http://www.tntech.edu/policies).
5. Choose accessible textbooks and materials and,

5. Monitor compliance with relevant laws and policies and inform the ADA Advisory Committee and other necessary entities of any problems

ODS is not responsible for identifying providers and does not recommend one specific provider over any other, though it may provide names of possible assessment providers.

**C. Exceptions**

**1. Provisional Status**

ODS may, in its sole discretion, provide a specific period to allow the student to provide appropriate documentation. If the student has not provided the documentation at the end of the agreed upon provisional time frame, absent good cause, the student will no longer receive services.

**2. Temporary Medical Conditions**

Students who have temporary medical conditions or circumstances may request a short-term accommodation through ODS. For such accommodations ODS will, in its sole discretion, determine the suitability of the request.

**VII. Processes Related to the Determination of Reasonableness and Implementation of Requested Accommodations or Adjustments**

**A. Process Regarding the Determination of Reasonable Accommodations or Adjustments**

- 1.** When a student requests an accommodation or adjustment, academic or otherwise, ODSG(,)JTJETQ.00000912 0 612 792 reW\*nB/F1 12 Tf1 0 0 ns tiah 144.0JET1 0 0 1



## **VIII. Other Avenues of Redress**

- A.** Any student who believes s/he has been discriminated against on the basis of disability may file a complaint under TTU Policy 141 (Prohibited Discrimination and Harassment).  
ODS processes described above unless the student specifically requests to terminate those processes.
- B.** A student may also file a complaint with the Department of Education, Office for Civil Rights. Information related to filing a complaint is available on the Office for Civil Rights website <http://www2.ed.gov/about/offices/list/ocr/index.html>.

## **IX. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

## **X. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(D) & (E); TTU Policy 006 (Nondiscrimination Policy); Section 508 Federal Accessibility Guidelines as adopted by the State of Tennessee.

### **Approved by:**

The President on January 13, 2017, pursuant to TTU Policy 101, Section VII.A.