

Student Request for Disability Accommodation Policy:

Procedure for Requesting Disability Accommodations

Policy Statement

Kansas City University (“KCU”) is committed to an environment in which all students are treated with respect, dignity, and parity. This policy is intended to further KCU’s commitment to non-discrimination based on disability and to allow equal access to programs, services and activities in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and other applicable federal, state and/or local laws. KCU’s commitment includes this process for reviewing requests, evaluating eligibility, and determining what, if any, reasonable accommodation may be provided to students consistent with applicable law. This policy applies to all current students and accepted candidates matriculating in KCU’s educational program (“Student”).

Policy Coverage

As set forth pursuant to applicable law, an individual with a disability is a person who:

- has a physical or mental impairment that substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, learning, walking, seeing, hearing, breathing and working;
- has a history of such an impairment;
- is regarded as having such an impairment.

A Student who is deemed to have a disability under the law may be eligible for reasonable accommodation(s) to allow for equal access to KCU’s education program(s). A requested accommodation that fundamentally alters the nature of the education service, program or activity, lowers or substantially modifies essential program requirements, or creates an undue burden on KCU is not reasonable.

Procedure to Request a Reasonable Accommodation

A Student with a disability may make a request for reasonable accommodation by pursuing the following steps:

- 1) Student shall complete the Student Request for Accommodation Form which requires the Student to provide information about his/her disability, along with the accommodation(s) being requested. The Student Request for Accommodation Form is available via the [Workday Student portal](#). A request for reasonable accommodation should be made by the Student as early as possible to allow for adequate time to process the request. It is recommended that a Student submit the completed form above, and provide all substantiating information, no later than four weeks prior to the start of the relevant Academic Term, or as soon as possible after the onset of a disability, to allow for sufficient time for review. Please allow a minimum of 10 business days for review once all substantiating information has been received by the Disability Services Coordinator.
- 2) The Student Request for Accommodation Form, along with all required information, must be submitted by Student through the Workday Student Portal. Questions regarding any part of the accommodation process may be directed to:

- a. The Disability Services Coordinator/Assessment - For requests related to reasonable accommodation pertaining to educational programming, services, and activities at both the Kansas City & Joplin campuses:

Andrea Hanson, Manager of Assessment & Disability Services Coordinator
Strickland Education Pavilion, Room 153
ahanson@kansascity.edu
816.654.7314

- b. Or, to the Disability Services Coordinator/Facilities - For requests related to reasonable accommodation pertaining to physical access to campus, buildings, and other facilities at both the Kansas City & Joplin campuses:

Tim Saxe, Facilities Manager
Dybedal Center for Research, Room 151
tsaxe@kansascity.edu
816.654.7124

- 3) All requests for accommodation are evaluated through an Interactive Process which includes an individualized review and interaction between the Student and relevant Disability Services Coordinator. The Interactive Process may include, but is not limited to, a meeting with the Disability Services Coordinator, a review of the Student's request and substantiating medical/clinical information, an evaluation of possible reasonable accommodations, and a determination of approved reasonable accommodation(s), if any.
- 4) As part of the Interactive Process, Student shall submit medical/clinical information to substantiate the request; General Documentation Requirements are available here. The Disability Services Coordinator will schedule a short meeting with the student and may need to consult with Student's health care provider; and, Student shall submit a signed Release of Information to allow for the release of medical/clinical information and further discussion of the same.
- 5) The Vice Provost for Enrollment and Student Services (also referred to as "Section 504 Coordinator") may work with the Disability Services Coordinator, where deemed appropriate, to participate in the Interactive Process, assessment and decision-making for the accommodation request. Substantial information is necessary to allow KCU to understand the nature, extent and limitations of an impairment which affects a Student's participation in educational programming and to determine what, if any reasonable accommodation(s), may be appropriate. Current evidence of limitation(s) caused by a physical or mental impairment must be established before reasonable accommodation can be determined. There are further guidelines available, at the end of this document, for certain medical conditions, including: 1) Medical/Physical Impairment Guidelines; 2) Learning Disability Guidelines; 3) Attentional Disability Guidelines; and 4) Psychological Impairment Guidelines. If applicable, the Student is encouraged to provide these guidelines to his/her health care provider.
- 6) Once a determination is reached, the Vice Provost for Enrollment and Student Services/Section 504 Coordinator will inform the Student in writing of the decision. Please allow a minimum of 10 business days for review once all substantiating information has been received by the Disability Services Coordinator.

- 7) All requests for reasonable accommodation must be made pursuant to this procedure. Accommodations are not handled, nor determined by a faculty member. Requests for reasonable accommodation and initial determinations are handled by the relevant Disability Services Coordinator and Vice Provost for Enrollment and Student Services/Section 504 Coordinator.

Board Accommodation Requests

It is a student's responsibility to initiate the NBOME or USMLE accommodation request. An accommodation granted by KCU does not guarantee approval for board examination by NBOME or USMLE. All board examination accommodation requests must be submitted to Vice Provost for Enrollment and Student Services/Section 504 Coordinator for verification and signature. Verified and signed board examination accommodation request forms will be returned to the student for submission to NBOME or USMLE.

Appeal Process

If a Student is not satisfied with the outcome of the process above, the Student may file a written appeal of the accommodation determination letter issued by the Vice Provost for Enrollment and Student Services/Section 504 Coordinator. Student's written appeal must be submitted on the [Appeal of Accommodations Decision Form](#), to the Vice Provost for Enrollment and Student Services/Section 504 Coordinator within 10 days of receipt of the prior written determination. Appeals must include a full explanation of the grounds for the appeal and reason the decision should be reconsidered and/or overturned. It is the Student's responsibility to file a complete and accurate appeal before the deadline. Failure to file a timely appeal immediately terminates the appeal process.

Contact information for The Vice Provost for Enrollment and Student Services/Section 504 Coordinator is:

Kristine A. Stevens, Ed.D., Vice Provost for Enrollment and Student Services
Administrative Building
kstevens@kansascity.edu
816.654.7407

The Vice Provost for Enrollment and Student Services/Section 504 Coordinator will forward the appeal to the Associate Provost of Assessment and Institutional Effectiveness. The Associate Provost of Assessment and Institutional Effectiveness will review the written appeal and may choose to meet with the Student. In that case, the Student may present his/her appeal in person. The Associate Provost of Assessment and Institutional Effectiveness shall provide a final written determination to the Student within 10 business days of receipt of written appeal.

Timing of Determinations

In some cases, the entire process cannot be completed before an accommodation must be implemented. In these rare circumstances, on a case-by-case basis and when reasonable, a temporary accommodation may be implemented pending completion of the disability accommodation process under this policy. Such a temporary accommodation is implemented solely based on the need for additional time to complete the disability accommodation process, and shall be in place only until the disability accommodations process is complete. The provision of a temporary accommodation should

not be construed in any way as a reflection of eligibility for accommodation or a determination as to the reasonableness of the accommodation provided. The provision of a temporary accommodation does not in any way change the requirements of this policy, nor is a student relieved of meeting those requirements.

Additional Considerations

- 1) Documentation of a disability should ideally be no more than 2 years (24 months) old. The professional providing the documentation may not be a relative of the student. Documentation must be from a qualified professional who has knowledge of the disability and of the specific student.
- 2) If the documentation is older than two years, a new assessment of the disability may need to be completed. KCU reserves the right to request additional and/or updated information in order to provide the best service to our students.
- 3) If, through the Interactive Process in which both Student and KCU participate, the Student fails to provide sufficient information demonstrating a disability, no accommodation will be provided. The mere assertion of a disability by a Student is insufficient to establish the existence of a disability.
- 4) A prior accommodation does not necessarily demonstrate a current need for a reasonable accommodation. The fact of prior reasonable accommodations is helpful and encouraged to be shared. However, receipt of a prior accommodation does not guarantee that the accommodation is relevant or available in the future due to the unique nature of every circumstance.
- 5) KCU will not grant a requested accommodation when documentation requirements have not been met and/or KCU reaches a determination that the request creates an undue burden. KCU is not required to fundamentally alter its education programs to accommodate a Student; as such, an accommodation that fundamentally alters the nature of the education service, program or activity, that lowers or substantially modifies essential program requirements, or that creates an undue burden on KCU will not be approved.
- 6) Accommodations are not provided retroactively. Therefore, Student will not be allowed to re-do assignments or re-take examinations with accommodations for those assignments/examinations taken prior to receiving accommodations through the formal accommodation request process.

Temporary Medical Accommodations

Students who have a temporary medical condition can apply for temporary medical accommodations by completing the Student Request for Temporary Medical Accommodations Form, via the [Workday Student portal](#). This request differs due to the short-term, temporary nature of the illness, injury or medical condition of the Student since the Student Request for Temporary Medical Accommodation is intended for short-term and temporary medical conditions (ie., broken leg, influenza, etc.).

Additional Accommodations

A Student who already has a reasonable accommodation(s) granted in his/her educational programming, and seeks additional reasonable accommodation, must complete a new Student Request for Accommodation Form. The same process will be followed as described above for a Student Reasonable Accommodation Request.

Renewal Accommodations

At the start of every new school year, Student must complete a Student Request for Accommodation Form if Student is seeking reasonable accommodation(s) in education programming and/or facilities access that had been in place during the prior school year. Student will need to provide any new or updated supporting documentation along with the accommodation form. Student's prior grant of reasonable accommodation will have been placed in inactive status at the end of the prior school year. The process must be renewed each new school year, or upon the reasonable accommodation otherwise expiring, by Student submitting the form above. Renewal Requests are reviewed and handled by the applicable Disability Services Coordinator. The Interactive Process may be undertaken if deemed appropriate under the circumstances; the purpose is to ensure that accommodations are appropriate and effective. Student may also inform KCU of any possible adjustments based on disability-related needs, program changes, and/or the need for modifications to previously granted accommodations.

Communication of Reasonable Accommodation

The Disability Services Coordinator will be responsible for communicating Student's grant of reasonable accommodation only to relevant faculty, proctors, or others when deemed appropriate.

Student concerns

KCU endeavors to provide prompt and equitable resolution of Student concerns. Any individual who has concerns about a reasonable accommodation provided, or not provided hereunder, or who wishes to submit a complaint about discrimination or harassment based on disability, should contact the Disability Services Coordinator or the Vice Provost for Enrollment and Student Services/Section 504 Coordinator, without fear of reprisal. KCU will not tolerate retaliation against any Student for raising a concern, or participating in a complaint, or providing information associated with a concern hereunder.

General Documentation Requirements

As appropriate to the disability, a comprehensive report should include:

1. A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
2. A description of the diagnostic criteria and/or the diagnostic tests used;
3. A description of the functional impact of the disability;
4. Medications, treatments, assistive devices/services currently prescribed, including duration;
5. A description of the expected progression or stability of the impact of the disability over time;
6. Recommendation for accommodations, adaptive devices, assistive services, and support services;
7. The name and credentials of the diagnosing professional(s).

All documentation must be provided to the Disability Services Coordinator on professional letterhead and contain the dates of assessment, signatures, and titles of the diagnosing professionals. Prescription pad diagnoses do not qualify as acceptable documentation. If documentation is incomplete, students are notified promptly as to what is still needed.

Guidelines for Documentation of Attention Deficit Hyperactivity Disorder (ADHD)

KCUMB will accept diagnoses of ADHD that are based on comprehensive diagnostic evaluations administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychiatrist, psychologist, neuropsychologist, or student clinician being supervised by a qualified professional).

Diagnostic Report:

A comprehensive report should contain the following information:

1. Diagnostic interview addressing relevant historical information, past academic achievement, age of initial diagnosis, discussion of medication, history and effectiveness of accommodations in past educational settings.
2. Procedures used to diagnose the disability (include a list of all instruments used in the assessment)
3. Discussion of testing results and behavior, including the symptoms that meet the diagnostic criteria. If the student was evaluated while on medication, please indicate the effect this may have had on performance.
4. DSM-IV-TR diagnoses (Axes I and II)
5. Diagnostic summary statement that includes the following information:
 - Clear and direct statement that ADHD does or does not exist, including a rule out of alternative explanations for behaviors.
 - Clear statement specifying the substantial limitations to one or more major life activities and the degree of severity.
 - Recommendation regarding medications
 - Recommendations for accommodations, including rationale for the accommodations.

Guidelines for Documentation of Learning Disabilities

KCUMB will accept diagnoses of specific learning disabilities that are based on current, age-appropriate, psychoeducational evaluations. The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician, or student clinician being supervised by a qualified professional) who has had direct experience with adolescents and adults with learning disabilities. The evaluation must include comprehensive measures in each of the following areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all subtests and standard scores reported)
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all subtests and standard scores reported). The test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function and motor ability)

Diagnostic Report

A comprehensive report should contain the following information:

1. Diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, and age of initial diagnosis.
2. List of all instruments used in the test battery
3. Discussion of test behavior and specific test results
4. Diagnostic summary statement with the following information:
 - Clear and direct statement that a learning disability does or does not exist including, a rule out of alternative explanations for the learning problems.
 - Clear statement specifying the substantial limitations to one or more major life activities
 - Recommendations for accommodations, including rationale

Documentation Criteria for Medical/Physical Impairment

KCUMB will accept current diagnoses of medical/physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists).

Diagnostic Report

A comprehensive report should contain the following information:

1. Diagnosis
2. Date of initial identification
3. Date of current evaluation
4. Current treatment and restrictions with expected duration of each
5. Prognosis or expected future status
6. Impairments resulting from the diagnosis
7. Functional limitations, especially for school related functions
8. Recommendations for accommodations, including rationale
9. If medication is prescribed:
 - Impact on school functioning, including attendance
 - Expected duration of prescriptions
 - Known side effects related to school functioning, if any
 - General comments from the evaluator are welcomed and appreciated.

Documentation Criteria for Psychological Impairment

KCUMB will accept diagnoses of psychiatric disorders that are based on appropriate diagnostic evaluations. The evaluation must be conducted by a trained and qualified professional (i.e., psychiatrist, psychologist, neuropsychologist or other certified and/or licensed mental health or medical professional or student clinician being supervised by a qualified professional).

Currency of Documentation (note: The requirement for currency of documentation is different for psychiatric disabilities). The provision of all reasonable accommodations and services are based upon assessment of the current impact and limitations of the disorder on the student's academic performance.

Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the student's learning environment. The documentation, in general, must be no more than two years old and more recent documentation may be required in some cases. Due to the nature of psychiatric disorders, updated reports may be requested.

Diagnostic Report

A comprehensive report should contain the following information:

1. A clear statement of the disability, including the DSM-IV-TR diagnosis, and description of severity.
2. A summary of current symptoms that satisfy the DSM-IV-TR criteria.
3. Date of diagnosis and approximate date of onset and prognosis of the disorder.
4. A summary of historical information, diagnostic interview, and assessment procedures/evaluation instruments used to make the diagnosis (if applicable). A summary of evaluation results, including standardized or percentile scores, should also be included.
5. Statement of **current** impact and limitations of the disorder on the student's academic performance.
6. Medical information relating to the student's needs, to include current treatments and the impact of medication on the student's ability to meet the demands of the postsecondary environment.
7. Recommendations for academic accommodations to compensate for the disorder. Each recommended accommodation must include a rationale.
8. The name, title, and professional credentials of the evaluator.

Further assessment and/or documentation by an appropriate professional may be required if there are co-existing disabilities indicated. If learning, attentional, or physical disorders are involved, please refer to the documentation guidelines for those specific disabilities.