



# California Health Sciences University

## CHSU ACCESSIBILITY SERVICES POLICY

### I. POLICY FOR ACCESSIBILITY SERVICES

- A. Consistent with the University's mission, vision and values, the goal of Accessibility Services is to coordinate support services that provide equal opportunity for students with disabilities to participate in all aspects of the educational environment at the California Health Sciences University ("CHSU"). This policy describes the various procedures that are in place to ensure that students with disabilities to receive appropriate accommodations in their instructional activities, as mandated by Federal and State law and by CHSU policy.
- B. The fundamental principles of nondiscrimination and accommodation in academic programs set forth in Section 504 of the federal Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act of 1990 ("ADA"). These laws establish that students with disabilities may not, on the basis of their disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any CHSU program or activity. In accordance with these laws and CHSU policy, CHSU is accountable for providing reasonable and appropriate accommodation to eligible students. Should Section 504 or the ADA be modified in the future, those required changes shall be deemed incorporated into this policy.
- C. CHSU will foster equal opportunities to student success through accessible educational programs, disability-related advocacy, faculty and staff education and an enhanced awareness of individual abilities and contributions. Reasonable accommodations will be provide in the most integrated setting according to that person's needs.

### II. DEFINITIONS FOR PURPOSES OF THIS POLICY ONLY

- A. Applicants – individuals who desire to be considered for admissions to CHSU, including those who have and have not yet submitted a formal application
- B. Students – those who are matriculating into or enrolled in courses of study at CHSU.
- C. Disability – a physical or mental impairment that substantially limits one or more major life activities.
- D. Major Life Activities include, but are not necessarily limited to, functions such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself and working.
- E. Didactic Accommodation – an accommodation intended for classroom purposes.
- F. Experiential/Clinical Accommodation – an accommodation intended for laboratory settings, externships, and rotations (offsite and onsite). Each experiential modality will require a



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separate request for accommodation.

### III. ACCOMMODATION REQUEST PROCESS

- A. It is the responsibility of individual students to identify themselves as persons with a disability when requesting an accommodation. Students are not obligated to self-disclose their disability to Student Affairs Office of their college. However, students with disabilities who wish to obtain accommodations, auxiliary aids and/or services must self-disclose their disability and direct their request in accordance with this policy. Students need to submit an individual accommodation request for didactic curricular content delivery, and separately, for each experiential/clinical learning modality.
- B. In order to be eligible to receive a reasonable accommodation the student must provide supporting documentation verifying the disability as described below. All supporting disability documentation will be kept confidential in accordance with applicable law. Students are encouraged to utilize the services available through the Student Affairs Office of their college as soon as a student becomes eligible to apply for a reasonable accommodation under this policy. Specifically, students new to CHSU are encouraged to apply for these services at least one month prior to the beginning of Fall Semester in order to facilitate a seamless transition for the student. CHSU encourages everyone to submit such requests early because time is required for documentation review and arrangement of accommodation(s). However, students may apply for a reasonable accommodation(s) at any time.
  1. Accommodation Request: Students must first submit a written request for an accommodation by completing a Disability Verification Form and an Application for Services and Accommodations to identify essential information that can help CHSU with the process of determining whether a reasonable accommodation for the student is appropriate. Both of these forms may be found at the Student Affairs Office or online via the student intranet/portal. Students may request assistance with completing these forms at the Student Affairs Office. These forms must be fully and completely filled out. Requests should specify if the accommodation is for didactic or experiential/clinical curricular material. The Disability Verification Form must be completed by a qualified healthcare professional who has knowledge of the disability and of the specific student. The healthcare professional must be trained, licensed and qualified to render a diagnosis and to determine the practical limitations of that diagnosis. Students may submit medical documentation from more than one healthcare professional if necessary (e.g., one physician who made the initial diagnosis and another who discusses the long-term limitations of such diagnosis). All completed forms must be turned into the Student Affairs office of the student's college. If such documentation is insufficient or incomplete, CHSU reserves the right to require additional documentation. CHSU reserves the right to deny accommodation until all of the necessary documentation is



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- received.
2. **Eligibility Review and Meeting with Accessibility Services:** Once CHSU receives all necessary documentation described above, the Office of Student Affairs in the student's college will review the materials in order to determine whether an accommodation(s) would be appropriate. During the review of all student accommodation requests, an interactive dialogue with the student will be conducted via in-person meetings. Requests for accommodation will be reviewed on a case-by-case basis.
  3. **Decision/Accommodation Plan:** After all complete paperwork is received, the Student Affairs Office of the relevant college will make a decision regarding eligibility for the requested accommodation or other reasonable accommodation. Generally, the intention is to provide a written accommodation plan within five (5) business days following the in-person meeting, if all paperwork is complete. The accommodation plan may be revised at any point during the student's course of study at CHSU. Necessary changes to the accommodation plan may relate to the nature of the student's disability and/or as a result of additional medical documentation that may be provided. It is the student's responsibility to keep the Office of Student Affairs in the student's college informed of any additional information and/or changes relating to the student's disability that will impact the accommodations the student requires. Students receiving short-term accommodations will need to provide additional medical paperwork in order to continue to receive the same (or altered) accommodations.
  4. **Ensuring Accommodation is Provided to Eligible Students:** If a student is found to be eligible for a reasonable accommodation, the Office of Student Affairs in the student's college will notify all of the student's professors, course directors and others who need to know about the accommodation in order to ensure the faculty implement the accommodation. Students experiencing difficulty in receiving accommodations that have been established in the student's accommodation plan should contact the Office of Student Affairs in the student's college for resolution of such a situation.

### **IV. APPEAL OF ACCOMMODATION REQUEST**

- A. Students with disabilities who have requested an accommodation(s) which was partially or fully denied in accordance with this policy, may submit a written appeal to the Assistant/Associate Dean of Student Affairs and Enrollment of their college. The written appeal must be submitted within ten (10) business days of the denial, must explain the basis for the appeal, and must include all paperwork originally submitted to the Office of Student Affairs, although additional documentation may also be included for review.

During any appeal process, the student will continue to receive any reasonable accommodation that has previously been granted. A decision regarding an appeal will be issued within thirty (30) calendar days of receipt of the appeal paperwork. All decisions made



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by the Assistant/Associate Dean of Student Affairs and Enrollment of the College regarding a student's disability determination will be final.

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- Policy Owner: Human Resource
- Effective Date: 12/19/17
- Revised Date: 6/13/2019
- Approval by President Date: 6/20/2019
- Approval by Provost Date: 6/20/2019