

RUSH UNIVERSITY POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

In keeping with its goal to promote diversity among its student population, Rush University is committed to attracting and educating students who will help to make the population of health care professionals representative of the national population, including students with disabilities. In addition, Rush University wishes to insure that access to its facilities, programs and services are available to students with disabilities. The University provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973. A reasonable accommodation is a modification or adjustment to an instructional activity, facility, program or service that enables a qualified student with a disability to have an equal opportunity. To be eligible for accommodations, a student must have a documented disability as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. Both the ADA and Section 504 define disability as (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such a condition.

I. STUDENT REQUEST FOR ACCOMMODATION

- A. Students who wish to request an accommodation for a disability must do so in writing to the representative of the Student Disability Assessment Team (the Team) for his or her college. Please refer to the Rush University Bulletin for a list of these representatives. Requests should be submitted at least four weeks in advance of the time for which the accommodation is needed. The student is responsible for providing current documentation that supports the need for accommodation. Documentation must be obtained from appropriate and licensed professionals, submitted on letterhead, and signed by the documenting professional. The documentation must provide enough information to allow the representative to understand the nature of the disability and determine what accommodations, if any, are necessary. The documentation should include a description of the condition and its severity level, the functional impact of the disability for the student's academic program of study, and the specific accommodations that are recommended to remediate the effects of the disability. The student is responsible for any costs associated with obtaining such documentation. The representative may assist the student in defining appropriate documentation and assist students, if requested by the student, in identifying resources for disability assessment. The student will sign a release allowing the representative to share the request and documentation with the Team and with others identified by the Team to assist in the evaluation and implementation of granted accommodations.
- B. The representative will present the request and accompanying documentation to the Team at the next scheduled meeting which shall not be greater than 30 days from the date of the request for an accommodation. The Team will determine if the documentation is adequate to support the accommodation request. The Team may request advice from others about the disability and the request for an accommodation. Within 14 days, the Team, by a majority vote of the members not including the representative presenting the request, may accept, modify or

deny the requested accommodation. If the request for accommodation is approved or modified, the representative, within 7 days, will provide the student a letter of documentation which will attest that the student has a disability, identify the circumstances for which accommodation is needed, and describe the reasonable accommodations recommended by the Team. Based upon the previously obtained written release from the student, the representative will notify all individuals as necessary that must be aware of the accommodation to discuss its purpose and rationale and to allow for its implementation. If requested, the representative will assist the student and faculty with the implementation of the accommodation. This does not include changing essential elements of a course or evaluation standards. The student with a disability is responsible for contacting his/her representative to the Team if the approved accommodations are not implemented as recommended.

- C. Student accommodations will be evaluated each academic year with regard to the effectiveness of the accommodation, the resulting academic outcomes, and the need to continue, modify, or expand the accommodation. Additional documentation may be requested if the student elects to request a modification or expansion of the accommodation. The student will meet with his or her college representative at a time that is mutually agreeable for the purpose of completing this evaluation. Representatives may consult with faculty or other appropriate individuals to obtain information that will be helpful in evaluating the success of student accommodations.
- D. If the student's request for accommodation is rejected, the student within 7 days will be provided with an explanation in writing outlining the reason(s) that the request has been rejected and providing information describing the student's options, if any, after rejection. Within 14 days following receipt of the rejection of the request, the student may meet with the representative in an attempt to determine whether an alternative resolution may be acceptable to the Team and the student. The Team will inform the student within 7 days of its reconsideration of the student's request. If a mutually acceptable resolution cannot be found, the student may appeal the decision of the Team to the Provost of Rush University. The student's appeal must be submitted in writing and must be received within fourteen days of the decision of the Disability Assessment Team or the student's being informed of the Team's decision concerning the reconsideration of the student's request, whichever date is later. The Provost will make a final decision on any appeal in writing which shall be rendered within 60 days of receipt of the student appeal.

II. GRIEVANCES CONCERNING ACCESS TO FACILITIES, PROGRAMS, SERVICES OR OTHER MISCELLANEOUS ISSUES

A student with a disability may also file a grievance concerning all issues other than requests for academic accommodation as outlined in Section I of this policy. These include but are not limited to issues relating to accessibility of University facilities, programs or services. The grievance must be in writing and is submitted to the representative of the Student Disability Assessment Team (the Team) for his or her college. The representative will present the

grievance to the Team at the next scheduled meeting but, in no event, later than 30 days from the date the grievance was submitted. The Team will meet at the next scheduled meeting or within 30 days, whichever date is sooner, with the student in order to review the grievance and determine whether, where appropriate, a reasonable accommodation or remedy can be made to address the problem. The Team may request advice from others about the disability and the requested accommodation or remedy. Within 30 days following the meeting with the student, the Team, by a majority vote of the members not including the representative presenting the grievance, may accept, modify or deny the requested accommodation or remedy. The decision will automatically be reviewed by the Provost. The student may submit any further documentation which he/she believes is germane to the Provost within fourteen days of the decision of the Disability Assessment Team. The Provost may also meet with the student in his review of the recommendation. The Provost will render a final decision within ninety days of the recommendation of the Disability Assessment Team.

III. ADMINISTRATIVE STRUCTURE

Rush University Disability Assessment Team will decide on all requests for accommodation. The Team will include one representative from each of the colleges of Rush University from whom a chairperson will be elected. Decisions by the Team are made by a majority vote. The responsibilities of the Team will include the following:

1. Distributing communications to University students and applicants of their rights and responsibilities as defined by the ADA and other relevant Rush University policies;
2. Receiving all requests from students on issues relating to a student's disability and for accommodations based on a disability;
3. Managing the process of evaluation of all students' requests for accommodation;
4. Maintaining confidential records;
5. Maintaining a listing of resources available both within and outside of Rush University that may provide support for students with disabilities;
6. Arranging academic counseling to students with disabilities when requested;
7. Evaluating the documentation provided by students to support a grievance concerning facilities, programs, and/or services, as well as, any request for accommodation;
8. Evaluating the appropriateness of the accommodation requested;
9. Accepting, modifying or rejecting requests for accommodations and in the case of grievances concerning facilities, programs, services or other miscellaneous issues providing its written recommendation and any supporting information to the Provost of Rush University.

The Rush University Student Disability Assessment Team will work in conjunction with the faculty and staff of Rush University to facilitate the implementation and communication of all policies and procedures concerning students with disabilities. The Team will report to the Provost of Rush University.