



Title of Policy:	Disability Support Services Policy
Policy No. #	1.5005
Type of Policy:	Administrative
Effective Date:	July 1, 2021
Last Revised:	New
Policy Owner:	Academic Affairs
Policy Contact:	Associate Provost of Academic Affairs

I. Reason for Policy

Florida Memorial University practices equal opportunity in admission to, access to, and operation of instruction, programs, services, and activities. No qualified student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any FMU program or activity. The University considers academic accommodation for these purposes: a) completion of the admission and enrollment processes; b) participation in instruction, programs, services, and activities; and c) equally effective communication, upon request by persons with legally protected disabilities.

II. Policy Statement

Students with learning needs have the right, and are encouraged, to participate in the testing and accommodations services coordinated by academic accommodations coordinator.

Academic accommodations are provided on an individual basis to address the barriers that impact a student's ability to learn, participate, and perform in the educational environment. When students choose to register for services with the academic accommodations coordinator, they are required to abide by FMU policies and procedures. Students are responsible for disclosing their disability(ies) to the University and presenting appropriate written documentation of a disability to be eligible for academic accommodations. If a student chooses not to disclose a disability or self-identify, that does not constitute a permanent renouncement of the right to University-administered accommodations.

The University, not the requesting student, is responsible for making the final determination of academic accommodation based on applicable law and FMU policies and procedures. The academic accommodations coordinator may deny a request for accommodations and services if the request is not warranted, the student fails to provide appropriate documentation, or the request imposes a fundamental alteration to a University program or activity.

Academic accommodations are provided after the student notifies the academic accommodations coordinator, supplies the necessary documentation, and receives his/her Approved Academic Adjustments notice that he/she must then deliver to his/her professors.

The student is responsible for informing the academic accommodations coordinator of any changes that may impact the learning environment. It is recommended that students registered with an accessibility need meet periodically with the academic accommodations coordinator to ensure supports are in place during the semester and to address any learning needs as soon as possible.

In the event a student is deemed ineligible for services, they can submit a grievance through the University Grievance Policy, located in the Student Handbook. For a copy of the Student Handbook, please send your request to studentaffairs@fmuniv.edu or visit <https://studentaffairs.fmuniv.edu/>.

FMU strives to treat all personal information with the strictest confidentiality. It is the policy of the office to hold confidential all communications, observations, and information made by, between, or among students, faculty, and staff whenever possible, and discussing only with school officials with a legitimate educational interest per the Family Educational Rights and Privacy Act (FERPA). The records kept by the academic accommodations coordinator for a student are considered educational records and are governed by the FERPA. As a result, the academic accommodations coordinator may release information to Florida Memorial University officials with a legitimate educational interest. For example, faculty and staff do not need to know the student's diagnosis but they would need to know that a student has been approved for specific academic adjustments as verified by the academic accommodations coordinator.

A FERPA Consent Form (<https://www.fmuniv.edu/registrars-office/online-forms/>) shall be obtained from the Registrar’s Office by the student to release confidential information to persons or entities outside of the University. This includes any third party such as parents, family members, and significant others. The student must notify the academic accommodations coordinator if or when they complete and submit this form.

III. Scope

This policy applies to all applicants, enrolled students, faculty, and staff.

IV. Definitions

Term	Definition
Disability	A person with a disability means a person with a physical or mental impairment that substantially limits a major life activity; has a record of such an impairment; or is regarded as having such an impairment. The determination of whether a student has a physical or mental impairment that substantially limits a major life activity (and therefore has a disability) must be made on a case by case basis. In addition, when determining if someone meets the definition of a disability, the definition must be viewed to provide broad coverage of individuals.
Family Educational Rights and Privacy Act (FERPA)	Family Educational Rights and Privacy Act (FERPA)(20 U.S.C. §1232g; 34 CFR Part 99) https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html FERPA is a federal law that protects the privacy of student's education records.

V. Responsibilities

Compliance with the University’s Policy on Disability Support Services is a shared responsibility between the student and faculty and staff. All faculty and staff are responsible for understanding and adhering to the policy so that both incoming and current students have equitable access.

The student is responsible for initiating the request for accommodations and completing the necessary paperwork each semester, as necessary. The student is also responsible for sharing their Notice of

Approved Academic Adjustments to their professor(s) each semester. The student must inform the academic accommodations coordinator of any issues or changes that may impact the learning environment.

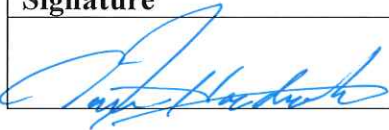
The academic accommodations coordinator is responsible for supporting the student through the process, reviewing submitted documentation, and communicating with the student the approved academic adjustments. Students are also encouraged to consult the academic accommodations coordinator each semester about strategies for academic success relative to the approved academic adjustments.

Faculty and staff are responsible for supporting an equitable learning environment. Should a student share a Notice of Approved Academic Adjustments, faculty and staff are responsible for providing the requested accommodations to the best of their ability, so long as it does not significantly alter the learning outcomes of a class or cause an undue burden. Faculty or staff who do not believe the approved academic adjustments are applicable or appropriate to their course/environment, should consult with the academic accommodations coordinator to ensure University alignment in serving the student.

VI. Enforcement

The academic accommodations coordinator will serve as the key University personnel who monitors that all parties (students, faculty, and staff) are adhering to the policy. The Division of Academic Affairs shall have oversight of this Policy.

Approved:

Signature	Title	Date
	President	8/12/21