
Effective: March 18, 2024

**Academic Affairs/Student Affairs Policy
Students ADA Reasonable Accommodation and Access**

Approved: March 18, 2024, President's Cabinet

A. Purpose

To meet the needs of Millersville University students with disabilities and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) and its amendments, Millersville University is committed to providing reasonable accommodations to ensure equal access to programs, services, and campus facilities.

B. Scope

Academic/Student Affairs assumes responsibility for the University properly interpreting federal regulations requiring that the University take necessary steps to ensure that the University deny no student with a disability the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

C. Definitions

- 1) **Person with Disability** – disability is defined by this policy and all other policies and procedures of Millersville University in accordance with provisions of the Americans with Disability Act as a mental or physical impairment that substantially limits a major life activity.
- 2) **Reasonable Accommodations** – are defined as accommodations or modifications which will remove certain barriers for a qualified applicant or student with a disability. The intent of all reasonable accommodations is to offer individuals with a disability equal access to all privileges of a student.
- 3) **Interactive process**
Office of Learning Services will engage with areas which will be impacted by the student's reasonable accommodation request to ensure there is no undue hardship place on the university.

D. Procedure(s)

The procedures regarding accommodation for students with disabilities are as follows:

- 1) **Interactive process** requires the Office of Learning Services (OLS) to meet with offices for which an accommodation may impact once the OLS receives the documentation from the student.

- 2) **Student Responsibility, Self-Disclosure and Documentation.** The student is responsible for disclosing their disability and providing current documentation of the disability to the Office of Learning Services in accordance with the documentation guidelines and criteria. The Office of Learning Services will maintain all documentation and records for a period of 7 years following the student's last semester of enrollment. These records are confidential and are maintained in a secure location until purged in accordance with University's procedures. Requests for accommodations should be made in a timely manner to allow sufficient time for the university to arrange accommodations. Students are responsible for orientation and mobility training that may be necessary to successfully navigate the campus. Students should report to the Office of Learning Services, in a timely manner, any problems that arise with respect of the provision of reasonable accommodations.
- 3) **Academic Accommodations.** When appropriate, academic accommodations will be available to students with disclosed disabilities. Accommodations may include, but not be limited to, preferential seating, extended time for tests, use of a recording device in the classroom, alternative text format, peer note taker, and distraction reduced testing environment. The Director of Learning Services will determine a student's eligibility for accommodations and develop an individualized accommodation plan through an interactive process with the student. Auxiliary aids, as described in the ADA will be made available when necessary to afford an individual with a disability equal opportunity to participate in a service, program or activity.
- 4) **Housing Accommodations.** The university provides reasonable housing accommodations when necessary to ensure individuals with disabilities have access to university housing facilities. Requests for reasonable housing accommodations for students with disabilities should be submitted to the Office of Learning Services as soon as the advanced registration deposit is paid. Once OLS receives the request, they should schedule a meeting with University Housing to discuss what type of reasonable housing accommodations can be approved based on necessity and an evident link between impact of the disability and the requested accommodation. Housing accommodations may include but are not limited to, ADA accessible rooms, single room, and/or semi-private bathroom.
- 5) **Dietary Accommodations.** Recognizing that some students may have food allergies or other disability related dietary needs, the university strives to provide accommodations to meet these needs. Requests for dietary accommodations should be submitted to the Office of Learning Services as soon as the advanced registration deposit is paid. Students with a documented disability will be referred to dietician services within Dining and Catering Services to discuss their dietary needs. If Dining and Catering Services cannot meet the dietary needs, the student may be relieved of the dining contract obligation and be assigned to a residence hall with a common kitchen (to provide their own meals) or may under certain circumstances be granted exemption from the residency requirement.
- 6) **Campus Facilities.** The university will assess its physical space on an on-going basis to achieve a reasonable barrier-free environment. All new construction will be built to current accessibility standards and codes. Any physical accessibility concerns should be directed to the Office of Learning Services.

- 7) **Fee for Service Programs.** The Office of Learning Services may offer enhanced support service programs for students with specific disabilities. These programs may have their own eligibility requirements and procedures and may have a capped enrollment as determined by the department. These enhanced services are provided at the student's expense. The fees are established by the university each year.
- 8) **Early Selection of Courses.** The university will extend to students with specific documented disabilities early registration to allow a student access to a course schedule that accommodates specific disability related needs. Eligibility for early registration is based on an evident link between the functional limitations of that disability and the need for early registration as an accommodation to allow the student equal access to the learning environment.
- 9) **Appeal for Denial of Accommodations.** Students who have actively participated in the accommodation process and are denied an accommodation or do not accept recommended accommodation should first discuss their concerns with the Office of Learning Services. If the complaint is unresolved, the decision may be appealed to the Accommodations Appeals Committee. The committee will consist of Vice President of Student Affairs or designee and Provost and Senior Vice President of Academic Affairs or designee. Center for Health Service, and Other campus representatives may be consulted, when necessary. The written appeal should be submitted to the Director of Learning Services in writing within 14 days of the denial and include the accommodation requested, initial reason for denial, and rationale as to why it should be approved. The Students will need to provide permission for documentation submitted to the Office of Learning Services to be reviewed by the committee. A decision will be provided in writing within 14 working days. The Committee's decision is considered final.
- 10) **Denial or Failure to Provide Approved Accommodations.** Students who have provided an accommodation letter to a faculty member, but the approved accommodations are not implemented by the professor, should discuss this concern as soon as possible with the Office of Learning Services. Likewise, students who have approved accommodations that are provided by university departments, but the approved accommodation is not implemented, the student should discuss this concern promptly with the Office of Learning Services. If the complaint is unresolved, the student may then follow the formal grievance process through the Office of Diversity and Inclusion.
- 11) **Complaints of Discrimination.** If a student believes they have experienced discrimination, a complaint should be filed with the Office of Diversity and Inclusion.

Resources

Questions regarding compliance with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, should be referred to:

University Resources

Office of Learning Services: 717-871-5554

Office of Diversity and Inclusion: 717-871-4473

External Resources

Pennsylvania Human Relations Commission: 717-787-4410

Office of Civil Rights: 800-368-1019

MU Web Page

Other disability related practices and procedures for employees are available on the university web page at [Learning Services | Millersville University](#)

Responsibility:

Vice President Student Affairs and Provost and Senior Vice President for Academic Affairs, in coordination with relevant university departments, will be responsible for implementing and monitoring compliance with this policy.