

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.14, Establishing Reasonable Accommodations for Students with Disabilities

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to outline the procedures for establishing reasonable accommodation for students with disabilities.

REVIEW: This HSC OP will be reviewed by November 1 of even-numbered years (ENY) by the Office of General Counsel and the Director of Student Disability Services, with recommendations for revision forwarded to the Associate Provost for Student Affairs by December 1.

POLICY/PROCEDURE:

1. Background

- a. The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq., as amended) mandates equal opportunities for persons with disabilities in all public facilities, programs, activities, services, and benefits derived from them. Title V, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended, mandates equal opportunity for qualified persons with disabilities in all programs, activities, and services of recipients of federal financial assistance. Both ADA and Section 504 of the Rehabilitation Act are civil rights statutes that prohibit discrimination on the basis of disability, if applicable, obligate colleges and universities to make certain adjustments and accommodations and offer to persons with disabilities the opportunity to participate fully in all institutional programs and activities. Texas Tech University Health Sciences Center (TTUHSC) adheres to these laws and regulations as well as the Texas Commission on Human Rights Act.

2. Faculty Notice

- a. Faculty members are encouraged to insert the following statement into each course syllabus:

Any student who, because of a disability, may require special arrangements in order to meet course requirements should present a Letter of Accommodation from Student Disability Services to the course instructor (or program director). Please note that instructors are not allowed to provide classroom accommodation to a student without appropriate verification from Student Disability Services. For additional information, please contact Student Disability Services in Academic Classroom Building 2C400 (Lubbock), by telephone 806-743-1926, or by email disabilityservices@ttuhsc.edu.

3. Eligibility and Procedures for Establishing Reasonable Accommodations

- a. A student must register with Student Disability Services and file appropriate documentation in order to be eligible for any disability benefits and services described in this operating policy.
- b. The university-approved mechanism for establishing reasonable accommodation is written notification in the form of a Letter of Accommodation (LOA) from the Student Disability Services.

The LOA indicates to faculty that the student has provided proof of their disability and that the accommodation noted is considered appropriate and reasonable. Accommodations are considered reasonable as paired with the essential functions in each program and students should be aware of the specific nature of the curriculum within the various schools at TTUHSC. No further proof of disability should be required of the student. Students presenting other kinds of

