



University of Notre Dame

Academic Accommodations Process

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Academic Accommodations Process

Objectives

1. Introduction – Office of Disability Services
 2. Students' Rights and Obligations
 3. The Academic Accommodations Process
 4. Student Grievance Procedure
 5. Contacting Disability Services
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Office of Disability Services

The University of Notre Dame is committed to providing equal educational opportunities for qualified students with disabilities.

The mission of the Office of Disability Services is to provide or coordinate the provision of reasonable accommodations to qualified students with disabilities, so that all students have equal access to, and an equal opportunity to succeed in, the academic, extracurricular and other programming offered by the University of Notre Dame.

The Office of Disability Services serves all students, including undergraduate and graduate students.

Rights of Qualified Students with Disabilities

Qualified students with disabilities have the right to:

- Equal access to the University's courses, programs and facilities
 - Request reasonable accommodations that will diminish the negative impact caused by the interaction of a disability and a traditional academic environment
 - Determine who at the University will be made aware of confidential disability-related information
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Responsibilities of Qualified Students with Disabilities

Qualified students with disabilities are responsible for:

- Meeting qualifications for admission and maintaining essential standards for courses, programs, and activities
 - Self-identifying as a student with a disability and providing appropriate documentation to verify the disability and support the use of accommodations
 - Following the University policies and procedures
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Notre Dame's Academic Accommodations Process

Academic Accommodations are grouped into three categories:

1. Testing Accommodations

- Remove obstacles to the test-taking process

2. Auxiliary Aids & Services

- Facilitate students' participation in education programs and activities

3. Academic Adjustments

- Modify how students participate in classes to provide them equal access
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Notre Dame's Academic Accommodations Process

Registering for Academic Accommodations

- Notre Dame accommodates the limitations of qualified students with disabilities
 - To be eligible for accommodations, students with disabilities *must* register with Disability Services
 - Student registration process:
 1. Register with Disability Services
 2. Submit appropriate documentation of disability
 3. Coordinator determines eligibility status with 5 class days
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Notre Dame's Academic Accommodations Process

Responsibilities when Requesting Academic Accommodations

- Students deemed eligible then must discuss needed accommodations with Coordinator
 - *Students must request accommodations in a timely fashion in accordance with University procedures*
 - Must renew request for accommodations *each semester*
 - Accommodations will not be granted retroactively (for prior work)
 - Qualified students will be assigned a facilitator
 - Facilitator = student resource
 - UND will not disclose student's identity or disability without consent
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Notre Dame's Academic Accommodations Process

Special Responsibilities when Requesting Testing Accommodations



Testing Accommodations

- Student must obtain Request for Testing Accommodations (“RTA”) form from Disability Services
 - RTA form identifies accommodations approved by Coordinator
 - Student must discuss RTA form with instructor
 - If instructor agrees to requested accommodations, then ... student must complete form with instructor and return it to Disability Services *at least 5 class days before test in question.*
 - An instructor who does not agree with requested accommodation will consult with other officials, and the student will be informed in writing of the University’s decision.
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Notre Dame's Academic Accommodations Process

Implementing Accommodations

The University's decision whether to grant academic accommodations results from an interactive process involving the student, the Coordinator of Disability Services and, if necessary, certain University officials.

- School officials are responsible for:
 - determining whether the requested accommodations are reasonable; and
 - informing students in a timely manner whether the accommodations will be granted.

The University will not grant accommodations that:

- fundamentally alter the essential nature of a course or academic program,
- result in a lowering of academic standards, or
- result in an undue financial or administrative burden.

Students must inform Coordinator as soon as possible if the provided accommodations do not fully meet the students' needs.

Notre Dame's Academic Accommodations Process

Grievance Procedure for Students with Disabilities

Students with disabilities who believe they have been treated unfairly may file a grievance.

The Student Grievance Process is available at the Disability Services website:

<http://disabilityservices.nd.edu/>

Notre Dame's Academic Accommodations Process

Contacting Disability Services

Students with questions about how to obtain accommodations for disabilities, including academic or non-academic accommodations, should consult with the Coordinator of Disability Services:

Scott Howland

Coordinator of Disability Services

Sara Bea Learning Center for Students with Disabilities

Phone: 574-631-7157

Fax: 574-631-2133

disabilityservices.nd.edu

Other useful information, including the official Academic Accommodations Processes, can be found at the Disability Services website:

<http://disabilityservices.nd.edu/>



Questions?
