

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

## **Disabilities Accommodation Policy for Students**

### **APM 4.12 (Revised 4/2012)**

Sul Ross State University, a member of the Texas State University System, supports equal educational opportunities for all persons. Reasonable accommodations will be made to allow individuals with disabilities access to equal educational opportunities.

- A. An ADA Compliance Officer will be annually appointed by the President to direct the University's effort to comply with the Americans with Disabilities Act. Responsibilities include ensuring that SRSU is in compliance with federal laws by coordinating an appropriate campus response regarding the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act (1973) and serving as the hearing officer for grievances and complaints related to disability issues.
- B. The ADA defines an individual with a disability as a person: “(a) with a physical or mental impairment that substantially limits one or more of the major life activities; (b) having a record of such an impairment; or c) being regarded as having such an impairment.”
- C. A physical impairment is defined as “any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemi and lymphatic, skin, and endocrine.”
- D. A mental impairment is defined as “any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.”
- E. Substantially limits means an individual must be unable to perform, or be significantly limited in the ability to perform, an activity compared to an average person in the general population. Three factors will determine whether a limitation is substantial: its nature and severity (extent), how long it is expected to last (duration), and its expected permanent or long term (impact).
- F. Some examples of major life activity are walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for one's self, working, sitting, standing, lifting, and reading. A record of an impairment protects people who have a history of a disability from discrimination, whether or not they currently are substantially limited in a major life activity.
- G. Reasonable accommodations will be made for students with documented disabilities. Reasonable accommodations may include acquiring or modifying equipment, adjusting or modifying equipment, providing extended time for examinations/assignments, providing one-on-one examinations, and providing

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qualified readers or interpreters. Reasonable accommodations do not include personal care assistants or personal equipment such as hearing aids or eye glasses.

- H. Individuals with documented disabilities may request accommodations needed to provide equal access to educational opportunities at Sul Ross State University. Procedures are established to provide needed and appropriate accommodations.
- I. An individual with disabilities should contact the Accessibility Services Coordinator for disability services. The Coordinator will discuss possible accommodations with the individual. Accommodations should be requested well in advance of the need or as soon as the need is apparent to allow timely accommodation. Individuals have the option of not utilizing the accommodations that are provided by the University.
- J. Documentation of the disability will be required to be filed with the Accessibility Services Coordinator as a part of the request for accommodations. Documentation should be recent assessments conducted by appropriate qualified professionals which: (a) identifies and describes the disability; (b) suggests accommodations appropriate to the individual's needs, and (c) describes any history of effective accommodations.
- K. Records concerning disabilities and accommodations will be maintained by the appropriate Accessibility Services Coordinator. These records are considered confidential and access will be limited. All individuals associated with the accommodation process will maintain confidentiality to the extent possible.
- L. Accommodation Form designed to facilitate accommodation requests will be provided to the interested party. The Accommodation Request section of the form should be initiated by the individual making the request. As soon as possible, the Accessibility Services Coordinator will complete letters to Instructors and any other necessary actions.
- M. Reasonable accommodation will consider the request of the individual and seek a simple effective accommodation at the minimum cost. Within budget constraints, funding for the accommodation will be handled by the department of the individual requesting the accommodation. When necessary, funding will be sought through other University, outside agency, state or federal funds. When various methods of accommodation may be appropriate, the University will make the selection of accommodation.
- N. The determination of an undue hardship will be made by the Executive Cabinet of Sul Ross State University made up of the Vice Presidents and the President of the University. If an accommodation would result in undue hardship, the individual may provide their own accommodation or share the expense of the accommodation.

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- O. A student who has a complaint or grievance regarding disability accommodation, accessibility, or discrimination may file a complaint with the ADA Compliance Office according to the Student Grievance Procedure (4.07) is encouraged to follow 1 of 2 applicable grievance procedures.
1. A student who has a complaint or grievance regarding disability accommodations or disability discrimination is encouraged to adhere to the following steps to resolve the issue:
    - a. Meet with the individual or group suspected of discrimination or of not providing the reasonable accommodation and seek an agreeable resolution.
    - b. Meet with the Accessibility Services Coordinator who will attempt to facilitate an agreeable solution if step a. has not been successful.
    - c. Meet with the Dean of Student Life if the above steps have not resolved the issue.
    - d. If the issue remains unresolved present the issue to the ADA Committee to find an acceptable solution.
    - e. If the above steps have been taken and a productive resolution has not been provided the student may file a complaint with the ADA Compliance Officer according to the Student Grievance procedure.(4.07).
  2. A student who has a complaint or grievance regarding the physical accessibility of a building or a campus condition is encouraged to adhere to the following steps to resolve the issue;
    - a. Meet with the appropriate Building Coordinator (if relevant) and seek an agreeable resolution.
    - b. If the above action is not successful or if the concern relates to a campus accessibility condition meet with the Director of the Physical Plant who will contact the appropriate Physical Plant Superintendent who will attempt to resolve the concern.
    - c. Meet with the Vice President of Administrative Services if the above steps have not resolved the issue.
    - d. If the issue remains unresolved present the issue to the ADA Committee to find an acceptable solution.
    - e. If the above steps have been taken and a productive resolution has not been provided the student may file a complaint with the ADA Compliance Officer according to the Student Grievance procedure (4.07).
- P. Contact Information
1. Grace Duffy  
Accessibility Services Coordinator  
PO Box C-122  
Ferguson Hall Room 112  
Alpine, Texas 79832  
432-837-8203  
432-837-8363 FAX  
[gduffy@sulross.edu](mailto:gduffy@sulross.edu)  
[www.sulross.edu/pages/4517.asp](http://www.sulross.edu/pages/4517.asp)