



Policy Number and Chapter: 16.001

Policy Title: Disability Accommodations for Students and Academic Units

Policy Statement. The University of North Texas (UNT or University) does not discriminate on the basis of disability in admission, treatment, or access to its programs or activities, nor in employment in its programs or activities. The University is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 as Amended, and Section 504 of the Rehabilitation Act of 1973. In addition, the University is committed to making all programs and activities sponsored by UNT accessible, as required by the Texas Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities.

Application of Policy. All University

Definitions.

1. **Accommodations.** “Accommodations” means modifications to a course, program or educational requirements of a program or course as are necessary and reasonable so that such requirements do not discriminate or have the effect of discriminating against a student on the basis of a disability. Academic requirements that are essential to the course, to a student’s program of instruction, or which relate directly to licensing requirements will not be regarded as discriminatory. Modifications may include but are not limited to: extended time for exams, preferential seating, flexibility with attendance requirements, reduced distractions in testing environments, degree modifications and relocation of classrooms to accessible locations.
2. **Auxiliary Aids and Services.** “Auxiliary Aids and Services” means accommodations that assist students with disabilities in the educational setting. Auxiliary aids and services may include but are not limited to digital textbooks, notetakers, sign language interpreters, enlarged text and real-time closed captioning. Devices or services of a personal nature such as personal care attendants, individually prescribed devices, or readers for personal use are not provided by the university.
3. **Disability Services Specialist.** “Disability Services Specialist” means the official in the Office of Disability Accommodations responsible for determining and coordinating reasonable accommodation, modification, and/or auxiliary aids and services for qualified prospective, newly admitted or currently enrolled students.
4. **Person with a disability.** “Person with a disability” means a person who has a physical or mental impairment which substantially limits one or more major life activities; who has a record of such impairment; or who is regarded as having such an impairment.

5. Qualified student with a disability. “Qualified student with a disability” means a student with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities.
6. Student. “Student” means an individual who has applied for admission or readmission to the University; who is registered or enrolled in one or more courses for credit at the university; or who currently is not enrolled but has a continuing academic relationship with the university.

Procedures and Responsibilities

1. Referral of Students to the Office of Disability Accommodation (ODA)

- A. If a faculty or staff member is made aware that a student believes himself or herself to be a qualified student with a disability in need of accommodations or auxiliary aids and services, the student should be referred to the ODA for consultation with a Disability Services Specialist.
- B. Faculty may choose not to honor requests for accommodation that have not been approved by the ODA.

Responsible Party: Faculty and Staff

2. Student Eligibility for Accommodation

- A. A student is eligible for accommodation and/or auxiliary aids and services if they are documented as a qualified student with a disability and the Disability Services Specialist has met with the student and determined that the functional limitations of the disability require such accommodation and/or auxiliary aids and services.
 - i. Prospective students may request reasonable accommodation (*e.g.*, for testing, campus tours or orientation) at any time during the application process by submitting an oral or written request to the ODA on forms developed for this purpose.
 - ii. Newly accepted and currently enrolled students are responsible for initiating a disability-related request for accommodation or auxiliary aids and services with the ODA as early as possible in the semester, and prior to the time when the accommodation or auxiliary aids or service will be needed.
 - iii. A mobility impaired student who encounters difficulty accessing a class or program in a UNT facility should meet with ODA to obtain an accommodation for ensuring that the program is accessible.
- B. The Disability Services Specialist has the discretion to determine the type of documentation necessary to establish the present level of the student's disability and its impact on the student's needs in the UNT setting. Any costs related to this initial documentation will be the responsibility of the student.

- C. The Disability Services Specialist may determine the need for a second professional opinion concerning the nature or severity of a student's disability. Costs related to obtaining a second opinion will be assumed by UNT to the extent not otherwise covered by student insurance.

Responsible Party: Students and Office of Disability Accommodations

3. Determination, Limitations, and Notification Regarding Eligibility.

- A. Determination. The University is required to provide reasonable academic adjustments and auxiliary aids and services that are necessary to afford students with disabilities an equal opportunity to participate in UNT's educational program. The Disability Services Specialist determines accommodations on a case-by-case basis, based on the documentation, the student's history and specific functional limitations. The Disability Services Specialist will determine whether accommodation or auxiliary aids or services are reasonable following an individual assessment of a student's written documentation and a personal meeting with the student. If necessary, the Disability Services Specialist will collaborate with individual faculty members to identify reasonable accommodations that provide students with an equal opportunity without modifying essential course requirements.
- B. Limitations.
 - i. The University is not required to make adjustments or provide aids or services that would result in a fundamental alteration of an educational program or impose an undue burden on the University.
 - ii. The university is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of that course or program.
 - iii. Decisions regarding accommodation, auxiliary aids and/or services may require consultation with UNT faculty and/or administrators to consider the fundamental nature of a course or academic program.
 - iv. Letters of accommodation are not retroactive.
- C. Notification. The Disability Services Specialist will provide a student with written notice regarding the determination and any approved accommodations, or auxiliary aids and/or services. ODA communicates a student's approved accommodations via letters that are requested and delivered by the student to their instructors. The letters include all of the classroom accommodations that are approved for an individual student.

Responsible Party: Office of Disability Accommodations

4. Student Responsibilities

- A. A student has no obligation to inform the University that he or she has a disability; however, if a student desires an accommodation or other disability-related service from the University, the student must identify themselves as having a disability.
- B. A student who wishes to request disability-related accommodations or modification of certain generally applicable academic requirements must provide the ODA with timely, relevant and complete written documentation of the disability for which accommodation is requested.
- C. As early as possible in a semester, a student who has been approved for accommodation and/or use of auxiliary aids and services should seek a confidential meeting with faculty members to:
 - a. Provide the notice from the Disability Services Specialist approving the accommodation and/or use of auxiliary aids or services; and,
 - b. Make arrangements for implementation of the approved accommodation and/or use of auxiliary aids and services.
- D. Students should request, pick up and deliver accommodation letters well in advance of class exams as faculty members have up to 5 business days to provide approved accommodations.
- E. Students must request accommodations each semester that they desire to receive them.
- F. Any student who feels that the granted accommodations are ineffective should inform the Disability Services Specialist immediately, so that alternate accommodations may be considered.

Responsible Party: Students

5. Faculty Responsibilities

- A. Faculty members may not deny an approved accommodation without consulting the Disability Services Specialist to consider alternate means to accommodate a student's disability. At the request of a faculty member, ODA will review the accommodations provided for a specific course to consider their impact on the fundamental nature of a course or academic program.
- B. Faculty members may not disclose the student's disability to any other student or faculty member without the consent of the student.
- C. After receiving an accommodations letter, faculty members have up to 5 business days to provide the approved accommodations. This is to allow time for any administrative planning that may need to occur.
- D. Course syllabi shall include the following statement:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

Responsible Party: Faculty

6. ADA Coordinator

- A. The ADA Coordinator shall receive and respond to complaints of discrimination on the basis of disability, including allegations of failure to accommodate; oversee the university's response to requests for accommodation from students; and oversee the response to campus accessibility issues in collaboration with other offices.
- B. The ADA Coordinator's office is located in the Office of Equal Opportunity. The ADA Coordinator can be reached by calling (940) 565-2759, or by emailing oeo@unt.edu.

Responsible Party: ADA Coordinator

7. Discrimination and Harassment Measures

Individuals who believe that they have been discriminated against on the basis of having a disability, a record of disability, or being regarded as disabled may file a complaint with the Office of Equal Opportunity pursuant to the Nondiscrimination / Equal Opportunity, Affirmative Action and Non-Retaliation policy (16.004). The Office of Equal Opportunity is also the office of the university's ADA Coordinator.

8. Grievance Procedures

The Office of Disability Accommodations (ODA) and the Office of Equal Opportunity (OEO) are committed to working with university employees and students with disabilities to resolve disagreements regarding the need for and/or implementation of accommodations. A student requesting an accommodation and/or use of auxiliary aids or services may seek dispute resolution in accordance with the procedures below if the student either disagrees with a decision of the ODA, or is dissatisfied with the final accommodation.

- A. Informal Resolution. Within seven (7) business days of receiving notice from the Disability Services Specialist of the decision on their request for accommodations, or of any perceived failure to provide approved accommodation, a student may seek informal dispute resolution through the ODA counselor. If the ODA counselor cannot reach agreement with the student to resolve the concerns informally, the student may appeal to the chief administrator of the ODA.
- B. Formal Resolution. The ODA chief administrator will review all written materials submitted by the ODA counselor and will interview, as necessary under the circumstances, the student, the ODA counselor, any faculty member involved and any other person deemed relevant to the issue. The chief administrator will render a decision and inform the student.
- C. OEO Complaint Process - If the student is not satisfied with the decision reached through formal or informal resolution, a complaint may be filed with the campus ADA Coordinator in the Office of Equal Opportunity. A student is not required to exhaust informal and informal resolution methods before filing an OEO complaint. For more information, see the OEO website, at <https://edo.unt.edu/equal-opportunity>.

Responsible Party: Office of Disability Accommodations and Office of Equal Opportunity

9. Ineligibility

The ADA applies to all qualified students with a disability. “Qualified student with a disability” is defined as a student with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities. Students who do not meet this criteria within the definition of the ADA are not entitled to reasonable accommodation, and are not eligible to receive counseling or other assistance from ODA. The ODA shall not issue any communications, directions or suggestions to faculty, staff or administrators regarding students who have not been certified as ADA-eligible.

Students who are not ADA-eligible but still have a problem affecting their academic performance (including temporary illness) may seek help from the Academic Dean of their School or College or from the Office of the Dean of Students. These officials will respond to all such requests in accordance with established academic policies.

Responsible Party: Office of Disability Accommodations

References and Cross-references.

[The Americans with Disabilities Act of 1990](#)

[Americans with Disabilities Amendments Act \(2008\)](#)

[Texas Accessibility Standards](#)

[Americans with Disabilities Act Accessibility Guidelines](#)

[The Rehabilitation Act of 1973, Sections 503-504](#)

[UNT Policy 16.004 on Nondiscrimination/Equal Opportunity, Affirmative Action, and Non-Retaliation](#)

[UNT Policy 14.008, Web Accessibility Policy](#)

Forms and Tools:

[Initiate a Request for Services from the Office of Disability Services](#)

[Forms for the Office of Disability Services](#)

[File a Complaint of Discrimination or Harassment](#)

Revision History

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