

Arkansas Colleges of Health Education (ACHE)	Americans with Disabilities Act (ADA) Accommodations Policy
Administration 1.1	

Policy Statement

ACHE will provide an inclusive and accessible environment by ensuring that all members of the ACHE community have access to facilities, information, and information technology associated with administration and services, coursework and instruction, programs, and ACHE-sponsored activities.

Application and Purpose

In accordance with the ADA, reasonable accommodations will be provided to qualified applicants, students and employees with documented limitations that require an accommodation for a disability in order to perform essential job functions, who request accommodations, unless such accommodations would cause an undue hardship. ACHE provides reasonable accommodations in the form of reasonable modifications to policies, practices, or procedures in order to make its services, programs, and activities accessible to qualified individuals with disabilities unless the modification would fundamentally alter the nature of ACHE service, program, or activity. These accommodations and adjustments must be made in a timely manner and on an individualized and flexible basis.

Procedures

1. Employee Procedures: To request an accommodation under the ADA, employees must make a request to the Office of Human Resources whereby the following occur:
 - a. The request should be made to the Office of Human Resources within a reasonable time period.
 - b. Employees should include documentation of their functional limitations from appropriate professionals licensed to diagnose the type of disability that the employee has. The documentation must indicate that the disability substantially limits some major life activity.
 - c. The following guidelines are provided to ensure that the documentation of a disability is complete and supports the employee's request for an accommodation.
 - d. ACHE will determine eligibility for an accommodation on a case-by-case basis, and any determination will depend upon the documentation provided:
 - I. The assessment is administered by a trained and qualified professional, who is licensed to diagnose the disability of the employee.
 - II. The documentation must be recent and should be from the previous 12 months.
 - III. Reasonable accommodations are based on the current impact of the disability on the employee's ability to safely perform the essential functions of the position.
 - IV. The documentation is a clear and direct statement that a disability exists. Terms such as "appears," "suggests," or "indicates" do not support a conclusive diagnosis or need.
 - V. The documentation must include a summary containing relevant historical information, related services, and date of the initial diagnosis.

- VI. The documentation may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the same accommodation.
 - VII. ACHE reserves the right to seek clarification/additional information either from the employee's evaluator or from another trained professional chosen by ACHE regarding the employee's alleged disability.
 - VIII. ACHE will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided.
 - IX. ACHE reserves the right to request reassessment of the employee's disability.
- e. All grievances concerning ADA issues, or any aspect of the services or accommodations requested by an employee, should be taken to the Office of Human Resources within 14 calendar days of the issue arising.
 - f. After reviewing the documentation and the facts of each request, the Office of Human Resources will determine if the employee is eligible for accommodations under the ADA. A member of the Office of Human Resources will then facilitate a plan of reasonable accommodation. A member of the designated office will:
 - I. Determine what documentation is needed to support the employee's request for accommodation.
 - II. Clarify the responsibilities of ACHE and the employee throughout the process.
 - III. Identify the essential and marginal functions of the position (if not already done).
 - IV. Discuss the employee's specific physical or mental abilities or limitations as they relate to the essential functions along with potential accommodations.
 - V. Identify the accommodation that best serves the needs of the employee and ACHE.
 - g. It is the responsibility of the Office of Human Resources to determine the reasonable accommodation in a particular situation. The designated office will coordinate with the appropriate parties as necessary.
 - h. A record of the accommodation and any related documentation will be maintained by the Office of Human Resources. Information will be shared only with those having an official need to know.
 - i. The employee is responsible for contacting the Office of Human Resources if reasonable accommodations are not implemented in an effective and timely manner.
 - j. The designated office will work with the employee, and other parties as needed, to resolve disagreements regarding the recommended accommodation.
2. Student Procedures: Obtaining reasonable accommodation is an interactive process that begins with the student's disclosure of disability through a request for reasonable accommodation. To request an accommodation:
- a. A student requesting accommodation must include documentation of their functional limitations. The documentation must indicate that the disability substantially limits some academic activity.
 - b. Documentation of the student's disability must be provided within a reasonable period of time and obtained from qualified licensed professionals able to diagnose the type of disability the student has. Students should submit supporting documents at least thirty (30) days prior to matriculation or starting a new course including "clinical rotations", "supervised clinical practice experiences," "clerkships," "proctorships," and other similar experiential activities.

- c. Documentation should set forth the accommodation or accommodations recommended to address the disability the student has. Accommodation(s) cannot unreasonably interfere or substantially alter one or more of the following:
 - I. Any of the ACHE colleges or program's published curriculum or curricula,
 - II. The rights of other eligible students at ACHE, or
 - III. Care provided to a patient or client participating in academic activities, such as involvement with hospitals that administer the clinical and practical portion of a recognized ACHE curriculum.
- d. The following guidelines are provided to help ensure that documentation is complete and provides necessary support to the student requesting ADA accommodation(s).
 - I. Determining the student's eligibility for accommodation is reviewed on a case-by-case basis by qualified professionals. Determination of reasonable accommodation depends upon accurate and complete documentation provided by the student.
 - II. Any student requesting ADA accommodation(s) must first submit a completed online "Request for Accommodation Form" through "myPortal", through the ACHE homepage.
 - III. After submitting the "Request for Accommodation Form" by the student, the processing of student's request for accommodation begins. The student will receive an electronic response (email) acknowledging receipt normally within two business days.
 - IV. Following the initial email notification described above, the student will be provided additional instructions regarding how to submit documentation required in support of the student's accommodations request. Additional documentation must be uploaded electronically. Exceptions to electronic documentation requirement(s) must be arranged and approved through the Office of Academic Affairs.
 - V. If any requests for accommodation (i.e., "Request for Accommodation Form" and related supporting documentation) are found to be incomplete, the student will be notified via electronic email. If needed, further guidance regarding obtaining and submitting requirements can be obtained through an Office of Academic Affairs representative.
 - VI. As noted above, new accommodation(s) requests, requests for accommodation renewals, and/or new modifications to current existing accommodation plans must be accompanied by a new "Request for Accommodation Form" that is submitted by the student who is requesting new or renewed accommodation(s). Accommodation renewals must be submitted each year.
 - VII. A student's request for accommodation shall be reviewed within 14 calendar days of receiving notice that the student has submitted a complete ADA accommodation request and adequate required documentation.
 - VIII. Completed ADA application documents will be reviewed and decision rendered by the ADA Accommodations personnel for consideration and action, subject to the following stipulations:
 - i. The reasonable nature of the student's accommodation(s) request, after consideration, must be supported.
 - ii. The ADA Accommodations personnel may provide recommendations regarding reasonable accommodations to Course Directors.
 - iii. Regarding the duration of accommodation(s) supported by the ADA Accommodations personnel, the duration(s) may not exceed one (1) academic year. The duration may be recommended for less than twelve (12) months. Students must renew requests as they terminate or annually.

- iv. In the event of renewal, requests for extension(s), and/or modifications to currently existed accommodations in place, the committee may be permitted to require additional or updated documentation in support of the student's request for renewal/extension/modification of accommodations.
 - IX. If an ADA accommodation has been granted, the student will be provided a written notice (via email) describing the student's accommodation, the length of duration for accommodation(s) and any additional related requirements.
 - X. Notification of the student's ADA accommodation(s) will be provided electronically to all appropriate college/program faculty (i.e., course directors), the student's respective college/program academic office, and the ACHE Office of Academic Affairs.
 - XI. The students with an approved accommodation must verify the receipt of the accommodation requirements to the appropriate course director/instructor and appropriate Office of Academic Affairs representatives.
 - XII. In all cases, reasonable accommodations cannot be applied retroactively. Accommodation adjustments and decisions cannot affect previous grades already assigned or other related academic actions regarding the ADA accommodated student.
 - XIII. Students are advised that requests for ADA accommodation renewal cannot be granted as automatic. Extensions and renewals of accommodation must be reviewed and/or renewed (as indicated) annually or more frequently if indicated by the student's previously awarded accommodation.
3. Documentation Guidelines: The following are provided in the interest of assuring documentation of a disability is supported and warrants the student's award of accommodations.
- a. Qualified Professionals: ADA accommodation requests must be supported by trained qualified professionals (i.e., certified, licensed) working in the area being assessed who is not an employee of ACHE.
 - b. The ADA Accommodations personnel may accept or disqualify accommodation request. The ADA Accommodations personnel shall be permitted to use the following:
 - I. Documentations submitted for review must be valid, current (within the previous 12 months) and based on the impact of the student's disability on academic performance.
 - II. Documentation must include a specific diagnosis.
 - III. Documentation must be comprehensive.
 - c. The ADA Accommodations personnel will consider recommendations, such as:
 - I. A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation.
 - II. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, ACHE will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by ACHE.
 - III. ACHE will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. ACHE reserves the right to request reassessment of a student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

- IV. The student may be responsible to cover the cost of the evaluation(s).
 - V. All documentation related to a student’s disability and accommodations shall be maintained as “confidential.”
4. Accommodations Grievance Procedure for Students with a Disability: All grievances concerning any aspect of the services or accommodations provided to a student with a disability should be referred to the ACHE Accommodations Committee.

Review by Counsel: Approved by the Office of General Counsel

Policy Owner: The Office of Human Resources and the Office of Academic Affairs

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