

GENERAL INFORMATION SHEET

Since 1972, the University of North Texas Health Science Center (UNT Health Science Center) has welcomed students with disabilities, providing the Center for Academic Performance (CAP) as a central referral agency when accommodations are necessary because of specific limitations. All students are mainstreamed into existing programs and services, but a variety of academic accommodations provide access. Once you have been accepted to the University of North Texas Health Science Center, contact us for an appointment time when we may discuss your needs and objective.

SERVICES

- Holds student disability documentation which current or prospective students provide as part of a request for academic accommodation;
- Provides information from students to other Health Science Center offices to obtain academic accommodations (interpreter, CART, scribe, taped information, typist etc.);
- Assists students with scheduling and class access concerns;
- Provides appropriate registration assistance.
- Provides reader/scribe and special equipment access for academic test situations;
- Provides liaison between students and agencies or department, interpreters, note takers, tutors and other auxiliary aids;
- Coordinates equipment access for in-class use;
- Acts as consultant in on-campus situations which constitute an accommodation challenge;
- Works with individual students and professors or academic advisors regarding accommodation needs.

ELIGIBILITY FOR SERVICE

Students who meet the following criteria may use the disability accommodation services of the Center for Academic Performance:

- a. Currently enrolled/accepted for admission at the University of North Texas Health Science Center
- b. Have a permanent disability, as defined by the Americans with Disability Act;
- c. Have completed a Student Request for Accommodation, including the furnishing of medical/diagnostic information sufficient to ascertain appropriate accommodations.

STUDENT RESPONSIBILITIES

Completion of a Student Request for Accommodation includes the following student responsibilities:

- a. Insofar as possible, to act as independent, self-directing, responsible adults with regard to meeting applicable Health Science Center standards of behavior and academic performance;
- b. Initiate open communication with the Center for Academic Performance staff regarding academic accommodation needs or problems which may arise;
- c. Update documentation periodically, as the nature of severity of the disability changes, so that it accurately addresses current accommodation requirements.

TO APPLY FOR SERVICES

Please keep in mind that the process below must be completed before the CAP Office can provide services or make recommendations to faculty. On average, the process takes at least two weeks to complete, but if your documentation does not meet all the requirements listed in the documentation requirements section the process will be delayed.

1. **Optional**

Contact the CAP Office to schedule an "Information Meeting" with the Assistant Director, Disability Accommodations. In this meeting, we will discuss your concerns and help you decide if you wish to pursue formal accommodations with our office. We will explain what sort of documentation will be required for your disability. Official accommodations do not begin until the remaining steps of this process are complete. As noted, step one is optional. If you already have documentation, you may start with the next step.

2. **Required**

If you decide to pursue formal accommodations, submit your documentation to the CAP Office in person, by mail or by fax. (Fax 817-735-0263) ATTN: Assistant Director, Disability Accommodations, CAP Office

Documentation is not accepted by email.

Please make sure you include your name, student ID number, address and phone number on the documentation or attach the Formal Request for Accommodation form.

3. **Required**

After your documentation is reviewed, you will be contacted by the CAP Office. We will schedule an appointment for you to come to the CAP Office. You will receive written notification of the results of the documentation review. This notification will state whether or not your documentation was sufficient or if more information is required.

4. Required

You must attend your scheduled appointment with the CAP Office before accommodations can become active. At this appointment, if more information is required, you will be given a written statement which will ask specific questions of your medical doctor, or mental health professional. You must submit this updated information in order to proceed.

If your documentation was determined to be sufficient for the CAP Office to provide accommodations, we will work together to create a letter that documents your recommended accommodations. It is the student's responsibility to pick up the accommodation letters and give them to your instructor(s) or designated representative within the department. Your accommodations begin once your instructors approve the recommended accommodations. Students should schedule a meeting with the course coordinator or instructor to discuss the recommended accommodations. Accommodations are not retroactive and cannot be applied to any previous tests, quizzes, assignments, absences or coursework.

DOCUMENTATION GUIDELINES

Students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended (Section 504) must provide the following information to the Center for Academic Performance (CAP) from his or her physician, educational diagnostician, licensed psychologist, psychiatrist, or other qualified professional. Documentation received will be considered in determining whether a student is eligible for reasonable accommodations as defined by the ADA and Section 504. **Documentation should be submitted on office letterhead with the signature and credentials of qualified professional.** The information provided should include:

- Specific, detailed diagnosis for each physical or mental impairment, substantiated by DSM-V (for psychological) or ICD-10 (for medical) designation.
- Statement as to if whether each physical or mental impairment is permanent or temporary; if temporary, the expected duration of the impairment.
- Information as to how each physical or mental impairment directly and currently affects the individual with regard to physical, emotional, cognitive or other limitations, to what level of severity the physical or mental impairment impacts the individual's major life activities (for example, walking, hearing, seeing, learning, communicating, breathing, and so forth).
- What impact does the physical or mental impairment have in the context of the classroom/learning environment?
- How are the impairments mitigated, corrected, or managed by assistive devices (such as hearing aid, walker) medications, treatments or other coping mechanisms?
- Specific recommendations as to what reasonable accommodations (such as note taker, extended testing time, sign language interpreter, etc.) are necessary for equal access in the academic environment. (Note: This does not ensure this specific accommodation will be provided.)
- If student is taking medication for treatment of conditions, note any possible or existing side effects and how these can affect the client in daily functioning and within the classroom environment.

Only upon receipt of documentation will the student be considered for reasonable accommodation. Documentation will be viewed in both a historical and current context, but providing documentation does not automatically qualify student for accommodations through CAP. For example, some educational diagnostic reports (such as Admission Review Dismissal, or A.R.D., reports and 504 Plans) and medical reports (physician's release to return to work) are not considered independently sufficient in determining accommodation, but will be considered with other supporting documents.

Once CAP receives the documentation, it becomes part of the student's educational record and is protected under the Family Educational Rights and Privacy Act.

Any questions from the physician/diagnostician may be directed to the Assistant Director, Disability Accommodations, CAP Office at 817-735-2134, fax 817-735-0263.

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURE

It is the policy of the University of North Texas Health Science Center not to discriminate on the basis of race, color, sex, age, religion, national origin, disability, or veteran status in its educational programs, activities, admissions or employment. Individuals who believe they have been discriminated against under the terms of the Americans with Disabilities Act of 1990 are encouraged to call the matter to the attention of the immediate supervisor of the area in which the problem exists (department head or ADA liaison). Failing satisfactory resolution, the problem should be taken to the Center for Academic Performance. Once a written complaint has been filed, an official investigation will be conducted.

*Center for Academic Performance
Disability Accommodations
Carl E. Everett Education & Administration Building, Room 260
3500 Camp Bowie Blvd, Fort Worth, TX 76107
817-735-2134 Fax: 817-735-0263
www.unthsc.edu/CAP*