



University of Dallas Policy CRP-A

CIVIL RIGHTS PROCEDURE – DISABILITY ACCOMMODATIONS

1. **Purpose** – St. John Paul II explained that “human beings, independently of the conditions in which they live or of what they are able to express, have a unique dignity and a special value from the very beginning of their life until the moment of natural death.” (Message on the Occasion of the International Symposium on the Dignity and Rights of the Mentally Disabled Person, 5 January 2004). Part of recognizing that dignity and value is demonstrated in a community’s efforts to enable people with disabilities “to participate in social life as far as they can, and ... to fulfill all their physical, psychological and spiritual potential.”
 - 1.1. In order to facilitate the participation of people with disabilities in the life of the University community, and in accordance with University policy and state and federal law, the University provides reasonable accommodations so as to provide people with disabilities meaningful access to the employment and educational opportunities provided by the University.
 - 1.2. Accommodations are intended to provide equal access to the University’s programs and benefits. They are not intended to alter the essential or fundamental nature of those programs and benefits or of the instruction being pursued.
2. **Definitions** – Relevant terms for implementation of this Procedure are set forth in University Policy CRT – Civil Rights Policy – Relevant Terms and in this Procedure:
 - 2.1. **“Individual with a disability”** means a person who has or has a record of a physical or mental impairment that substantially limits a major life activity.
 - 2.2. **“Qualified individual with a disability”** means an individual with a disability who,
 - 2.2.1. with respect to employment, can, with reasonable accommodations, perform the essential functions of the job in question;
 - 2.2.2. with respect to educational services, meets the academic and technical standards requisite to admission or participation in the University’s educational program or activity; or

- 2.2.3. with respect to services, meets the essential eligibility requirements for receipt of such services.
- 2.3. **“Reasonable accommodation”** means,
 - 2.3.1. with respect to employment, such modifications to the employment environment that make it possible for the Employee to perform the essential functions of the job in question;
 - 2.3.1.1. Accommodations that would impose an undue hardship on the operation of the University’s program or activity are not reasonable.
 - 2.3.2. with respect to services, such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified individual with a disability.
 - 2.3.2.1. Accommodations that alter the essential or fundamental instruction being pursued in an academic program or course are not reasonable accommodations.
- 2.4. **“Student Disability Services Coordinator”** means the person designated by the University to coordinate implementation of this Procedure as it regards Students with disabilities.
- 2.5. **“Visitor Accessibility Services Coordinator”** means the person designated by the University to coordinate implementation of this Procedure as it regards visitors with disabilities.
- 3. **Student Accommodations** – Students may request accommodations through Student Disability Services.
 - 3.1. **Questions** – Students with questions regarding accommodations or the accommodations process may review the Student Disability Services website and/or contact the Student Disability Services Coordinator.
 - 3.1.1. The main Student Disability Services web page is udallas.edu/sds
 - 3.1.2. The Student Disability Services Coordinator is
Joshua Skinner, J.D.
Director, Office of Civil Rights and Title IX
Braniff Graduate Building, Room 132
Email: jaskinner@udallas.edu
Office: (972) 721-5056
Facsimile (972) 265-5712

- 3.2. **Submission of Requests** – Students should submit requests for accommodation through the University’s online request system:

udallas.edu/ada-request

- 3.3. **Supporting Documentation** – Disability accommodation requests must be supported by appropriate documentation from a qualified professional.

- 3.4. **Review of Requests** – Student disability accommodation requests are reviewed by the Student Disability Services Committee. The members of the Student Disability Services Committee are:

Joshua Skinner, J.D., Chair
David Andrews, Ph.D., Dean of Constantin College
Julia Carrano, J.D., Dean of Students
Amy Fisher-Smith, Ph.D., Associate Professor of Psychology
Lora Rodriguez, M.D., Student Health Services
Matthew Spring, Ph.D., Director of Academic Success

- 3.5. **Implementation of Accommodations** – After being authorized by the Student Disability Services Committee, the Student is notified of the authorization by the Student Disability Services Coordinator and the Student coordinates with the appropriate University Employees, including faculty and/or staff, for implementation of the accommodations. The Student Disability Services Coordinator is also available to assist the Student in the implementation process.

- 3.5.1. **Appeal Regarding Faculty Implementation** – If the Student Disability Services Coordinator is unable to negotiate a resolution of a disagreement between a Student and faculty member regarding implementation of accommodations, or two (2) weeks have passed since the Student notified the Coordinator of the disagreement and no resolution has been reached, the Student may submit a written appeal to the Coordinator that will be heard by the Dean (or designee) who oversees the course in question. The Dean’s decision is final.

- 3.5.2. **Appeal Regarding Student Affairs Implementation** – If the Student Disability Services Coordinator is unable to negotiate a resolution of a disagreement between a Student and the Office of Student Affairs regarding implementation of accommodations, or two (2) weeks have passed since the Student notified the Coordinator of the disagreement and no resolution has been reached, the Student may submit a written appeal to the

Coordinator that will be heard by the Provost (or designee). The Provost's decision is final.

- 3.6. **Interactive Process** – The review, granting, and implementation of disability-based accommodations is intended to be an interactive process between the Student and University officials. In addition, the implementation of disability-based accommodations may require the Student and University officials to continue to discuss how to provide reasonable accommodations in light of changing circumstances and the experience of accommodations previously authorized.
4. **Employee Accommodations** – Employees may request accommodations through the Office of Human Resources.

Eva Avila

Senior Human Resources Generalist
Office of Human Resources
Cardinal Farrell Hall, 1st Floor
Email: benefits@udallas.edu
Office: (972) 721-5255

5. **Visitor Accommodations** – Visitors may request accommodations through Visitor Accessibility Services.
 - 5.1.1. The main Visitor Accessibility Services web page is www.udallas.edu/offices/accessibility-services
 - 5.1.2. The Visitor Accessibility Services Coordinator is

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