



THE UNIVERSITY *of* NORTH TEXAS
HEALTH SCIENCE CENTER *at* FORT WORTH

GENERAL INFORMATION

The Office of Disability Access (ODA) at the University of North Texas Health Science Center (UNT Health Science Center) assists students 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.

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 (reduced distraction environment, extended time, interpreter, CART, scribe, etc);
- Assists students with class access concerns;
- Serves as a liaison between students and agencies or academic departments, 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 Office of Disability Access:

- 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 and functional limitations which interfere with the student's academic functioning.
- c. Have completed an Accommodation Application, 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 Office of Disability Access staff regarding academic accommodation needs or problems which may arise;
- c. Provide documentation substantiating the need for academic accommodations. Updated documentation may periodically be required, 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 ODA Office can provide services or make recommendations to faculty. On average, the process can take up to 5-7 business days to complete, but if your documentation does not meet all the requirements listed in the documentation requirements section, the process may be delayed.

1. **Optional**

Contact the ODA Office to schedule an "Information Meeting." 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 if you wish to request accommodations. 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, fill out an online application for accommodations. A link to this application is found on the ODA website. Please provide as much information as possible.

3. **Required**

You may submit your documentation to the ODA Office through the online application system, in person, by mail, or by fax. (Fax 855-604-0915) ATTN: Office of Disability Access

Please make sure you include your name, student ID number, and phone number on the documentation.

After your documentation is submitted, schedule a meeting with the ODA to discuss your documentation and request.

4. Required

If, after a review of your application and documentation, it is determined that the ODA Office will approve academic accommodations, appropriate forms will be completed and accommodation letters will be distributed. Your faculty or designated representative(s) in your program will be notified of the recommended accommodations via an e-mailed letter. If appropriate, students should schedule a meeting with the appropriate faculty or designated representative to discuss the recommended accommodations. **Accommodations are not retroactive and cannot be applied to any previous tests, quizzes, assignments, absences, or coursework.**

Please note: You must complete the entire application process before the ODA can provide academic accommodations. On average, the process takes 5-7 business days to complete after submission of the application and documentation.

The timeline depends on a number of factors such as:

- The nature of complexity of the requested accommodations
- The submission and evaluation of supporting documentation
- The availability of ODA staff for scheduling appointments

DOCUMENTATION GUIDELINES

Students requesting a reasonable accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973, as amended (Section 504) must provide the following information to the Office of Disability Access (ODA) from his or her qualified practitioner. 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 printed 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 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?
- 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.

- 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.)

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 a student for accommodations through ODA. 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) may not be considered independently sufficient in determining accommodation, but will be considered with other supporting documents.

Once ODA 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 Director, Office of Disability Access at 817-735-2134, Fax 855-604-0915.

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 Office of Disability Access. Once a written complaint has been filed, an official investigation will be conducted.

*Office of Disability Access
Student Service Center, 2nd Floor, Room 260
University of North Texas Health Science Center
3500 Camp Bowie Blvd, Fort Worth, TX 76107*

817-735-2134 Fax: 855-604-0915

<https://www.unthsc.edu/students/office-of-disability-access/>