

### GUIDELINES FOR STUDENTS REQUESTING ACCOMMODATIONS

The purpose of this guideline is to outline the process by which a student in the School of Nursing may request reasonable accommodation for a disability under the ADA and ADAAA. If a student wishes to request accommodation, she/he will submit the *Faculty/Student/Resident Request for Accommodations Under the American with Disability Act (ADA)* form ADA-100, to the ADA Coordinator for UTHSCSA. The form is available online at: <http://uthscsa.edu/eo/request.asp>. The Executive Director of the Academic, Faculty, and Student Ombudsperson and ADA Compliance Office and the Associate Dean for Admissions and Student Services in the School of Nursing will review the request. The ADA-100 form also includes a request for additional medical information that is needed to review the request. The Executive Director of the Academic, Faculty, and Student Ombudsperson and ADA Compliance Office will evaluate information to determine eligibility within the guidelines of ADA.

The Executive Director of the Academic, Faculty, and Student Ombudsperson and ADA Compliance Office, Associate Dean for Admissions and Student Services, and SON Faculty will then coordinate with the necessary institutional staff and the student to determine whether the requested accommodation would be effective, reasonable, and enable the student to perform the essential functions of the position and achieve the essential educational goals and program objectives, or make a good faith effort to negotiate another accommodation. A letter will be signed and provided to the student by the Associate Dean of Admissions and Student Services that documents the approved accommodations. The student will be responsible for presenting this letter to their instructors to receive accommodation as needed. If the accommodations are for an altered environment or process for a written/computer exam, it is recommended that the student share this information with the instructor at least two weeks prior to the exam date to ensure appropriate accommodations can be scheduled. The Executive Director of the Academic, Faculty, and Student Ombudsperson and ADA Compliance Office will follow-up on the student's status/progress on an annual basis or earlier as need arises. The Office of Academic Affairs in collaboration with the Office of Admissions and Student Services can assist with scheduling alternate times, locations, and proctors for accommodated exams.

A request for accommodation may be made at any time during the student's enrollment in the School of Nursing. For the student to receive maximum benefit from her/his educational experience, requests for accommodation should be made as early in their curricular program as possible.

All medical-related information will be kept confidential and maintained separately from other student records. However, faculty and administrators may be advised of information necessary to make the determinations they are required to make in connection with a request for accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in case of fire or other evacuations. Government officials investigating compliance with the ADA may also be provided relevant information as requested. Form ADA-100 and attached documentation submitted to the Executive Director of the Academic, Faculty, and Student Ombudsperson and ADA Compliance Office will be maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.

**APPROVED BY THE OFFICE OF ADMISSIONS AND STUDENTS SERVICES AND THE HSC EEO OFFICE Sept 21, 2015**

**APPROVED AT SON EXECUTIVE COUNCIL Sept 14, 2015**

**APPROVED AT SON FACULTY COUNCIL Sept 21, 2015**

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