



Inter American University of Puerto Rico
President's Office

**GUIDELINES, RULES, AND PROCEDURES TO ATTEND REQUESTS
OF REASONABLE ACCOMMODATION TO STUDENTS**

NORMATIVE DOCUMENT E-1213-005

Introduction

It is the Inter American University of Puerto Rico's policy not to discriminate based on race, gender, disability, national origin, social status, political, or religious ideas. This policy includes providing equal educational opportunities and full participation to all students with disabilities.

This document defines what reasonable accommodation is, how it is determined whether it is necessary to provide it, and what accommodation, if any, should be provided.

The Office of Systemic Legal Counsel will be available to assist the Coordinators of Services to Students with Impairments (CSEI) at all stages of the process of addressing a request for reasonable accommodation.

I. Legal Base

This policy document is enacted pursuant to the authority vested in the president by the Board of Trustees in the Bylaws of the University. It is also based on Section 504 of the Rehabilitation Act of 1973, which provides that no qualified handicapped student may be excluded from participation in a federally funded program or activity based on handicap.

In 1990, the Americans with Disabilities Act (ADA) substantially expanded the framework of protections available to students with disabilities. This Act not only prohibits discrimination based on disability, but also creates an obligation to provide reasonable accommodations to qualified individuals and establishes standards that must be followed by all facilities open to the public, including colleges and universities.

The "Americans with Disabilities Act Amendments Act of 2008" (*ADAAA*), which entered into force on January 1, 2009, had the effect of expanding the conditions that may be subject to protection under the ADA. These changes apply by reference to the provisions of the Section 504 of the Rehabilitation Act.

II. Purpose

The purpose of this document is to help university administrators comply with applicable laws by establishing a procedure to address reasonable accommodation requests.

III. Scope

This normative document will be in force in all academic units of the University System.

IV. Definitions

For the purposes of this document and in harmony with the regulations in force, the following terms or expressions shall have the meaning described below:

- 4.1 Reasonable accommodation - any modification or adjustment to a program of study or physical environment that allows a student with a disability to enjoy equal conditions to be able to demonstrate academic achievement, participate in programs and benefits, and enjoy academic life. Reasonable accommodation may be requested by any student with a disability who meets the requirements established in the Law. Reasonable accommodation will be provided once the Certification of Reasonable Accommodation is issued.
- 4.2 Major life activities - major life activities, which include, but are not limited to self-care, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. It also includes major bodily functions, such as the immune system, normal cell growth, digestive, neurological, brain function, respiratory, circulatory, endocrine, reproductive, and other functions.
- 4.3 Onerous burden - an action that would represent a significant hardship or expense to the University.
- 4.4 Certification of Impairment - all documentation provided by the qualified professional that describes the type of disability that the student has and how it affects a main activity of daily living.
- 4.5 Coordinator of Services to Students with Disabilities- (CSEI) is the person designated at each campus to attend to student accommodation requests.
- 4.6 Impairment - a physical or mental condition that substantially limits one or more major activities of daily living. According to Section 504 of the Rehabilitation Act (1973) and the ADA, a student with a disability is:

- 4.6.1 an individual with a history of impairment, or
- 4.6.2 who is a person affected by an impairment.

- 4.7 Qualified handicapped student - a student who, with or without reasonable accommodation, can perform the essential functions related to the academic program in which he/she is enrolled in order to complete it satisfactorily.

- 4.8 Essential functions related to the academic program - are all those basic or primary functions required for the successful completion of an academic program.

- 4.9 Temporary impediment - impediment of current or expected duration of six months or less.

- 4.10 President - the president of the Inter American University of Puerto Rico.

- 4.11 System Unit - The Central Office, each of the Campuses, the School of Law, the School of Optometry, and any other unit that may be established in the future.

- 4.12 University or Institution- The Inter-American University of Puerto Rico, Inc.

V. Responsibilities

- 5.1 The University's responsibilities to students with disabilities can be summarized, in general terms, as follows: guarantee accessibility and integration to courses and programs, services, works, activities and facilities; provide reasonable accommodation if requested in a timely manner, as provided in this policy document; and maintain the confidentiality of records and communications relating to students with disabilities, including requests for reasonable accommodation.
 - 5.1.1 The University is not obligated to admit or graduate a student who does not obtain the indicated academic index only because he/she is a handicapped.
 - 5.1.2 The University is only obliged to provide the reasonable accommodation necessary for the student with a disability to participate in academic life on equal terms with students without disabilities. However, the University is not required to make reasonable accommodations that represent an undue burden to the University. Nor is it obligated to provide equipment or services of a personal nature.
 - 5.1.3 Once it is determined that a qualified student with a disability can be reasonably accommodated, the University is obligated to:

- 5.1.3.1 Make the necessary changes in the academic requirements unless the requested changes alter the essential requirements of the study program or accrediting agencies.
 - 5.1.3.2 Conducting evaluations and examinations in a manner that ensures that the results reflect student achievement.
 - 5.1.3.3 Make the necessary modifications in its procedures unless they fundamentally alter the program or service offered.
 - 5.1.3.4 Provide secondary aids, unless that they fundamentally alter the program or constitute an undue burden.
- 5.2 Responsibilities of students with disabilities requesting reasonable accommodation:
- 5.2.1 Be qualified to carry out and complete the essential tasks of the academic program in which are enrolled.
 - 5.2.2 Submit the necessary documentation to the CSEI Office.
 - 5.2.3 Comply with the established in the General Regulations of Students, the General Catalog, and other institutional rules.
- 5.3 Responsibility of the Professors:
- When a professor receives a request for reasonable accommodation from a student, the professor must refer the student to the CSEI to officially process the request (*Attachment 2*). When a professor receives the certification of reasonable accommodation (*Attachment 4*) of reasonable accommodation issued by the CSEI, he/she is obligated to comply with the recommendations in the certification.
- 5.4 Student Disability Services Coordinator Responsibilities, with respect to reasonable accommodation requests.
- 5.4.1 Verify that the student meets the standards to request services (Annex 1). Submit the reasonable accommodation request. (Annex 2.) In the cases that are necessary, include the Certification of Impediment for Reasonable Accommodation (Annex 3).
 - 5.4.2 Determine the eligibility of students with disabilities to participate in the reasonable accommodation process, based on the evaluation of the documentation submitted (See Section VI).
 - 5.4.3 Determine the appropriate accommodation for each student requesting it.

- 5.4.4 Process the request and issue the certification of reasonable accommodation to the faculty(Attachment 4) .*If necessary, notify* the Professor, the Department Director and the corresponding Dean .
- 5.4.5 Inform the student of the date on which the approved accommodation will be offered.
- 5.4.6 Verify that the student receives the recommended accommodation.
- 5.4.7 Guarantee the confidentiality of the information related to the disability.
- 5.4.8 Maintain statistics of the services.
- 5.4.9 Advise and provide consultancy to the faculty when necessary.
- 5.4.10 Encourage students with disabilities to request reasonable accommodation at the beginning of their courses.

VI. Procedure for determining reasonable accommodation

- 6.1 The first step in determining whether to make a reasonable accommodation is to identify whether the student is qualified under the law to do so. That is, if it is a student affected by a condition that substantially limits an activity of daily living.
- 6.2 For the determination of reasonable accommodation, the University shall:
 - 6.2.1 Determine if the student can meet the essential requirements of the course or academic program, with or without reasonable accommodation, if the medical documentation reveals that he or she is a student with disabilities. The University reserves the right to require the student to submit to an additional medical evaluation at the institution's expense to decide on the reasonable accommodation request.
 - 6.2.2 If a substantial alteration of the academic program is required, refer the information to the director of the department for the pertinent evaluation and recommendation.
 - 6.2.3 If the student requests changes to a current accommodation, determine whether to continue with the current accommodation while information is obtained to make the requested change. Establish a reasonable period to attend to the request.
- 6.3 To decide on a reasonable accommodation request, it is necessary to have the necessary documentation and to make an individualized evaluation. The documentation must describe the type of disability

that the student has and how this affects a main activity of daily life.

- 6.4 The following criteria will be used to ensure that the documentation submitted is adequate to verify eligibility, support requests for reasonable accommodations, and supplemental services and to interview applicant. Documentation shall:
 - 6.4.1 Be recent (no more than three years old), as changing conditions may warrant frequent updating of information.
 - 6.4.2 Be prepared by a physician specialist or a qualified professional.
 - 6.4.3 Include information on the diagnosis and explanation of the current manifestations or functional limitations of the condition.
 - 6.4.4 Contain a complete assessment and include recommendations for accommodation and treatment.

VII. Nature of reasonable accommodation

- 7.1 The reasonableness of an accommodation depends on the nature or degree of severity of the documented impairment. Once it is determined that it is not a substantial alteration of assignments or curriculum, the CSEI must determine what is a reasonable accommodation.
- 7.2 Accommodations that the student received at other institutions of higher education or in elementary and high school may be used as a starting point. Recommendations made by agencies such as the Office of the Ombudsman for Persons with Disabilities, Vocational Rehabilitation, and health care professionals serving student will be illustrative, not directive. In addition, recommendations made by the student should be taken into consideration.
- 7.3 Even if the specific accommodation requested by the disabled student is considered, this does not imply that it must be approved if the University considers it to be unreasonable and other measures of equal effectiveness are available.
- 7.4 In determining the reasonable accommodation, the CSEI shall take into consideration:
 - 7.4.1 The functional limitations of the student requesting the accommodation.
 - 7.4.2 The academic requirements that are affected for the student's disability.

- 7.4.3 How generous or difficult for the University to accommodate the request for reasonable accommodation.
- 7.4.4 The type of equipment used in the classroom.
- 7.4.5 The existence of accessibility problems to the study areas.
- 7.4.6 Applicant's recommendations.
- 7.4.7 Medical recommendations.
- 7.4.8 Recommendations from specialized agencies.
- 7.5 It should not influence this process:
 - 7.5.1 The prejudices or preferences of the CSEI.
 - 7.5.2 Concern about what other students might think.
 - 7.5.3 Academic freedom approaches.
- 7.6 The CSEI shall consider the need to provide non-traditional reasonable accommodations to:
 - 7.6.1 Cancer patients who may need to have their class schedule altered so that they can rest after receiving chemotherapy.
 - 7.6.2- Students with mobility problems who may request that their classes be held in the same building or on the first level.
 - 7.6.3 Students with certain respiratory conditions who may require air-conditioned classrooms.
 - 7.6.4 Students with diabetes or other medical conditions that require feeding, to be allowed to consume food within the classroom or adjacent areas.
 - 7.6.5 Students with albinism who may request an exemption from outdoor activities.
- 7.7 Notification - once it is determined that the accommodation is reasonable the CSEI shall immediately notify the applicant and the teacher.
- 7.8 If the applicant does not agree with the recommended accommodation, he/she may appeal this recommendation to the CSEI, following the procedure set forth herein (*Annex 7*).

VIII. Confidentiality

All documents provided by the student during this process are confidential. This is established in the *"Rehabilitation Act of 1973": the "American with Disabilities Act"* and the *"Family Educational Rights and Educational Privacy Act"*.

- 8.1 This information will be shared only with other components of the University when it is essential to achieve an academic purpose.
- 8.2 Teachers do not have the prerogative to review their students' Reasonable Accommodation documents.
- 8.3 These documents must be filed separately from the academic file.

IX. Retaliation

The University shall not retaliate against students who request reasonable accommodation under the above Acts. Nor may it retaliate against persons who assist them in claiming their rights.

X. Sanctions

A supervisor or teacher who refuses to provide the reasonable accommodation indicated by the CSEI incurs not only a violation of institutional policy, but also violations of law that expose him/her to civil claims in court in his/her personal capacity.

XI. Forms

The following forms are included as attachments and should be used to address requests for reasonable accommodation of students:

- | | |
|---------|---|
| Annex 1 | Standards for requesting reasonable accommodation |
| Annex 2 | Request for reasonable accommodation |
| Annex 3 | Certification of Impairment for Reasonable Accommodation |
| Annex 4 | Certification of Reasonable Accommodation (Notification to Faculty) |
| Annex 5 | Consent to Share Information |
| Annex 6 | Renewal request for reasonable accommodation |
| Annex 7 | Procedure for dealing with complaints |
| Annex 8 | Examples of traditional reasonable accommodations |

XII. Separability

If any part or section of this document is declared void by a competent authority, such decision shall not affect the remaining parts.

XIII. Repeal or amendment

These guidelines, standards, and procedures repeal the policy document E-1209-003R and any other guidelines that conflict with the provisions herein. This document may be amended or repealed by the President of the University.

XIV. Validity

These guidelines, rules and procedures will be effective immediately upon the approval and signature of the President.

XV. Approval

Date (D-M-Y)

Agustin
Echevarria Interim
President

Annexes



Inter American University of Puerto
Rico
SERVICES TO STUDENTS WITH
DISABILITIES



**GUIDELINES FOR REQUESTING
REASONABLE
ACCOMMODATION
SERVICES**

1. Complete the Request for Reasonable Accommodation Form, available in the Office of the Coordinator of Disability Services. All students requiring reasonable accommodation *services* must complete an application as soon as possible.
2. Submit recent medical evidence that includes diagnosis of the impairment, description of level of functioning, accommodation needs, and the type of academic accommodation recommended. Psychological or psychiatric evaluations must be recent (3 years or less). This must include the name, address, and telephone number of the professional who prepares it. The document, in addition to being legible, must have the letterhead of the professional who writes it.
3. If the file does not have the required medical documentation, but the student is a beneficiary of the services of the Vocational Rehabilitation Program, you can bring a certification from the counselor (You can pick up the form at the Office of the Services Coordinator for Students with Disabilities and deliver it to the Office of Vocational Rehabilitation.
4. The request must be made in person or with written authorization signed by the student, or his or her **legal representative.**
5. The student will submit a copy of his/her official registration for **each term** that he/she requests the reasonable accommodation service: If there is any change in the registration during the academic term, the student must notify the Coordinator of Services to Students with Disabilities.
6. 2X2 photo and UIPR identification card.



Inter American University of Puerto Rico
SERVICES TO STUDENTS WITH DISABILITIES



Request for reasonable accommodations

The support service for students with disabilities aims to provide equal study opportunities without discrimination for reasons of physical and/or mental disability. If you have any disability and wish to be considered, please inform it in this document.

This information must be provided voluntarily *and* will be treated confidentially.

1. First Last Name

2. Second Surname

3.

Initi

Identification number

_____ _____

5. Campus

7. Gender

_____ , _____

Month Masculine Feminine

8. Concentration

9. Student Type

D Regular D ADVANCE Technical Certificates Educational Services Others

10. Start date of studies

11. Years of Studies

_____ 1 year 2 year 3 year 4 year 5, 6 or more

Mailing Address

City

Postal Zone

Country

13. Residential Address if different from Mailing Address

City

Country

14. Residential Phone

Cellular

15. E-mail address

Do you stay <input type="checkbox"/> YES <input type="checkbox"/> No			
Person to notify in case of			
Family Relationship:		Phone:	
Beneficiary of Vocational Rehabilitation:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Board	

~~Check the impediments~~

you have:

Hearing Impairment
 Deafness

Psychiatric/emotional
 Blindness

Legally Blind

Mobility problems

Speech problems

Other learning

disabilities:

Specify: _____

You have received or requested reasonable accommodation in another educational institution in the past:

Yes

No

Services Recommended:

Additional Time

Scorekeeper

Sign Interpreter

Seat of Preference

Reader

Alternate Methods of Evaluation _____

Technological Assistance _____

Other: _____

The student is responsible for submitting to the Inter American University of Puerto Rico all the necessary documents to process the Request for Reasonable Accommodation.

Student's signature

Date



Inter American University of Puerto Rico
SERVICES TO STUDENTS WITH DISABILITIES



ANNEX 3

CERTIFICATION OF IMPEDIMENT FOR REASONABLE ACCOMMODATION

Confidential Document

I, _____

identification number _____ certify that I have been duly advised of my rights and responsibilities regarding the Reasonable Accommodation Request and confidentiality of information. I authorize

that the requested information be disclosed to

Service Coordinator a Students with Disabilities of the Inter American University of Puerto Rico, Campus of _____.

Student Signature

Certification of Condition and/or Impairment

I hereby certify that

with the

personal identification number _____ has the following condition or
impediment:

and that due to this condition presents the **following limitations:**

Continued Medical Certification for Reasonable Accommodation

therefore, it is recommended (specify reasonable accommodations):

Academics

Non-Academic

Name (print) of the Qualified Professional

Signature

Address

License Number

Phone

Date



Inter American University of Puerto Rico
SERVICES TO STUDENTS WITH DISABILITIES



CERTIFICATION OF REASONABLE ACCOMMODATION
(Notification to Faculty)

Campus: _____

Academic Term: -- ____

The Inter American University of Puerto Rico complies with the provisions of the ADA LAW, Section 504, which establishes that all qualified students receive the reasonable accommodation granted. For such purposes and based on the medical evidence submitted, the required modifications are included to facilitate and promote the reasonable accommodation of the student, in the courses in which he is enrolled this semester.

1. Student information:

- First Surname _____

Name _____

Initial

Identification Number _____

2. Modifications for Reasonable Accommodation in the Classroom:

- Additional time *and* a half to complete assignments in class, exams, and quizzes.
- information in accessible format.
 - Reader Tutoring sign language interpreter **Amanuensis** **Others** _____
- Use of tape recorder, calculator, or other required Assistive Technology equipment.

D Preferential location in the lounge at classroom.

Use of adjustable portable table located in the room and appropriate furniture.

- Written material (Enlarged print if the impairment requires it).
- Stand with frequently.
- specific and individualized instructions.
- Articulate clearly and speak in front of the student.
- Alternate methods of evaluation (test with a smaller number of alternatives, dividing the exam in two parts, oral, tasks that demonstrate skills, and so on).
- Others: _____

Nombre del Profesor	Materia del Curso	Sección	Firma del Profesor	Fecha

NOTE: PROFESSOR, PLEASE CONTACT THE COORINATOR OF SERVICES TOSTUDENTS WITHDISABILITIES



Inter American University of Puerto Rico
SERVICES TO STUDENTS WITH DISABILITIES



FORM OF CONSENT TO SHARE INFORMATION

Obtain the student's consent to provide information about their condition or conditions to the professor or professors of their courses at the University Campus. _____

Student 's Name
(Enter full name)

Student Number

I consent that. _____ DO NOT disclose information regarding my physical, mental, or emotional condition, diagnosis and treatment, which I have received due to my health condition, to faculty and/or staff of the institution as warranted.

I certify that I have been oriented as to the scope of this authorization and release ____ Coordinator Student Services with disabilities and staff of the Guidance and Counseling Center from all liability related to this authorization.

This authorization is valid until the achievement of my academic goal.

Student's signature

Date

Coordinator of Services to
Students with
Disabilities

Date



Inter American University of Puerto Rico
SERVICES TO STUDENTS WITH DISABILITIES



REQUEST OF RENEWAL FOR REASONABLE ACCOMMODATION

Campus: _____ Academic Term: _____

_____ This application must be
completed for each term.

1. First Last Name

2. Second Last Name

3. Name Initial Identification

5. Mailing Address

City _____ Country _____ Postal Zone _____

6. If your Residential Address is different from the
Mailing Address indicate _____

City _____ Country _____ Postal Zone _____

7. Residence _____ Cellular _____
Phone _____

8. E-mail address

Concentration

9. Years of Study 0 1year 0 2 years 0 3 years 0 4 years Or 5 or 6 more

Continued • Request for Renewal for Reasonable Accommodation

Service requested:

- Amanuensis
- Extra time for exams
- Seat in front of the classroom
- Use of recorder

Others

Comments: _____

Student Signature

Date



Inter American University of Puerto Rico
SERVICES TO STUDENTS WITH IMPEDIMENTS



PROCEDURE FOR HANDLING COMPLAINTS
(Rehabilitation Law 19731 Section 504)

I. INFORMAL PROCEDURE

1. 1. All students who are understood to have violated their rights under the laws that protect students with disabilities may submit a complaint orally or in writing to the Coordinator of Services for Students with Disabilities (CSEI).
 - a. The CSEI will meet with the student after receiving the complaint.
 - b. The CSEI will keep a record of the complaint.
 - c. The CSEI will carry out all the steps within its power to help resolve the situation expeditiously, including deciding to provide "auxiliary aids" or proposing the necessary adjustments. If the complaint is resolved at the informal level, the file will be closed, and the decision will be final and binding.
2. If the complaint is not resolved through the informal procedure mentioned above, or if the student is not satisfied with the result, they may file a written complaint using the formal procedure described below.

II. FORMAL PROCEDURE

1. Within the next five working days after being notified of the determination by the CSEI on the complaint handled under the Informal procedure, the student may submit a formal written complaint to the Dean of Students.
2. The Dean will request the file from the CSEI after receiving the complaint.
3. The Dean must summon the student who has presented the formal complaint to interview him. Also, at his discretion, the Dean may summon the witnesses of the parties concerned.
4. The Dean shall keep a record of the declarations and issue a written resolution. This decision shall be notified to the student.
5. 5. If they do not agree with the resolution, the student will have 10 working days, from the date of notification, to appeal this resolution to the Chancellor or Dean of the academic unit.
6. The Chancellor or Dean will review the case file and issue a final and firm resolution.
7. If the complaint is against the Coordinator or the Dean of Students, it will be filed directly with the Chancellor. In such cases, the Chancellor will designate a person to carry out the necessary investigation, including summoning witnesses and interviewing the parties concerned.
8. When it is determined that the complaint violates the norms or procedures of the institution that may give rise to the formulation of charges under any of the applicable norms, the Chancellor will be informed so that he may proceed as established by the institutional policy.



Inter American University from Puerto Rico
SERVICES TO STUDENTS WITH DISABILITIES



EXAMPLES OF TRADITIONAL REASONABLE ACCOMMODATIONS

- Use of tape recorders.
- interpreters, readers and/or amanuensis.
- information in accessible formats.
- Appropriate furniture.
- Tutors and assistants, if necessary.
- Printed documents in large print.

EXAMPLES OF ALTERNATE REASONABLE ACCOMMODATION

- Extended time to complete exams or short tests.
- A place free of distractions to answer a test.
- Specialized equipment such as a computer, amplifier, or Braille machine".
- Readers or note-takers (amanuensis).
- Alternate formats.
- Alternative methods of academic evaluation, information in accessible formats and modifications necessary for the use of time, among others, for distance learners.