

## III. STUDENT SUPPORT SERVICES

### SUPPORT TO STUDENTS WITH DISABILITIES, LEARNING CENTER & DISABILITY SERVICES

The Learning Center & Disability Services offers services to qualified students with documented disabilities to allow full access to and participation at the University. This commitment is consistent with legal mandates outlined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 1990 amended in 2008, and embodies the University's long-standing mission to ensure the inclusion of all members of its community. Accommodations are tailored to meet the individual needs of qualified students based on their documented disability and its academic implications. The law requiring the University to provide reasonable academic accommodations and/or auxiliary aids does not extend to adjustments that would "fundamentally alter" the nature of any University course, course components or course requirements. For information about services provided by the Learning Center & Disability Services, please contact the Director of the Learning Center & Disability Services at 513-244-4623 or [stacy.mueller@msj.edu](mailto:stacy.mueller@msj.edu).

#### **1. Policy for Requesting and Implementing Accommodations**

Students who seek to obtain academic accommodations and/or auxiliary aids must:

Step 1- Contact the Director of the Learning Center & Disability Services ("Director") at 513-244-4623 or [stacy.mueller@msj.edu](mailto:stacy.mueller@msj.edu) to schedule an intake meeting. If an in-person intake meeting is not possible, at the sole discretion of the Director a phone intake or Zoom meeting may be scheduled.

Step 2- Prior to the scheduled intake meeting, provide the Director of Learning Center & Disability Services with Adequate Documentation of the student's disability or disabilities as defined in this policy.

Step 3- Collaborate with the Director to discuss reasonable academic accommodations and/or auxiliary aids that will reduce or remove the barrier(s) resulting from the disability or disabilities identified in the Adequate Documentation. Each request for academic accommodations is handled on a case-by-case basis and may not be able to be formalized at the intake meeting.

Step 4- Determine, through collaboration with the Director, the reasonable and appropriate academic accommodations for the student that will be formalized in an "Accommodation Letter" approved by the Director. The Accommodation Letter states a student's reasonable accommodations but not a student's disability diagnosis. A copy of a student's Accommodation Letter is available upon request from the Director prior to the start of any course.

Step 5- Provide the Accommodation Letter to any course instructor when the student determines that an accommodation(s) in that course may be needed. It is recommended that the student provide the Accommodation Letter to any course instructor within one week of the beginning of any course.

Step 6- Collaborate with each course instructor to determine how the accommodation(s) set forth in the Accommodation Letter will be accomplished in the specific course. Following a collaborative process, the student must return the fully executed Accommodation Letter, signed by the student and the instructor for each course, to the Director.

Step 7- Follow the Learning Center policy for each approved accommodation in each course to ensure that accommodations are implemented in a timely manner.

Step 8- Contact the Director with any questions or concerns about implementing the accommodations set forth in the Accommodation Letter in any course.

**“Adequate Documentation” as used in this policy is a prerequisite to any student receiving academic accommodations and/or auxiliary aids and requires:**

- That the documentation be on letterhead and from a qualified diagnostician;
- A description of the nature and extent of the student’s impairment and the diagnostic tools used in the diagnosis;
- An explanation of the functional impact of the impairment, especially as it relates to the academic environment;
- Recommendations for reasonable academic adjustments and auxiliary aids; and,
- If the documentation provided is more than three years old, it will be evaluated by the Director to determine whether retesting or additional testing is reasonable or necessary. If a student needs, or expects to need, an accommodation not supported by Adequate Documentation, the student should discuss evaluation needs with the Director of Learning Center & Disability Services.

**A Note about Adequate Documentation:**

Please be aware that other institutions, licensing authorities, and testing agencies (which administer standardized tests such as the GRE and LSAT) may require different documentation of disabilities than the Adequate Documentation required by the University.

**2. Mount St. Joseph University Accessibility Statement**

The Americans with Disabilities Act of 1990 as amended in 2008 and Section 504 of the Rehabilitation Act of 1973 require that Mount St Joseph University ensures that its programs, services, goods and facilities are accessible to individuals with disabilities. Mount St. Joseph University, in compliance with state and federal laws and regulations, does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. For information about procedures and policies for individuals with disabilities, please contact the Director of the Learning Center & Disability Services at 513-244-4524 or [meghann.littrell@msj.edu](mailto:meghann.littrell@msj.edu).

*Mount St. Joseph University (“the University”) is committed to providing an educational environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status. This commitment extends to the University’s administration of its admission, financial aid, employment, and academic policies, as well as the University’s athletic programs and other University-administered programs, services, and activities. The University has designated the Vice President of Compliance, Risk, and Legal Affairs/General Counsel, (513) 244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the Director of the Learning Center & Disability Services (513) 244-4524, The Learning Center, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.*

The Disability-Related Grievance Procedure can be found in Section IV.I or at [https://mymount.msj.edu/ICS/MSJAcademics/Learning\\_Center/Disability\\_Services.jnz](https://mymount.msj.edu/ICS/MSJAcademics/Learning_Center/Disability_Services.jnz)

This information is part of Mount St. Joseph University’s Student Handbook.