

## **CHICAGO STATE UNIVERSITY POLICY ON SERVICES FOR DISABLED STUDENTS**

Chicago State University complies with section 504 of the Rehabilitation Act of 1973 which states, "No otherwise qualified handicapped individual in the United States... shall, solely by reason of his (or her) handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." and the Americans with Disabilities Act (ADA) which became a law on June 26, 1990.

**I .** The Coordinator of the Abilities Office of Disabled Student Services assumes responsibility for seeing that the university is properly interpreting federal regulations requiring that the university take such steps as are necessary to ensure that no disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students who are certified as disabled under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act. The coordinator of Disabled Student Services will be responsible for coordinating the university's compliance with these regulations.

**II .** In cooperation with admissions office, financial aid/work study, health service, counseling center and student support service, the coordinator assumes responsibility for receiving and coordinating inquiries from students regarding auxiliary aids, academic adjustments, or other special needs.

The following procedure will apply for consideration of requests for auxiliary aids, academic adjustments, or other special services. Students should complete the steps below sufficiently in advance of the anticipated need for services. Such notice is required in order to give the various academic and service areas a reasonable period of time in which to evaluate requests.

**A.** Students must be admitted to and/or enrolled in the university.

**B.** Students must register with the Abilities Office of Disabled Student Services and provide proof of disabling condition to the coordinator of Disabled Student Services. This information will be kept confidential and only information necessary for the provision of appropriate support services will be released. This information must be provided in advance of requesting support services unless it would cause undue hardship to the student. In the case of undue hardship, information is required as soon as possible so that services may continue.

**C.** Students requesting auxiliary aids or accommodations should first contact the Abilities Office of Disabled Student Services (Student Union Building, Room 192). If the request requires modification of academic procedural requirements or necessitates special testing and/or course evaluation methods, student must provide a written diagnosis from appropriate professional personnel. Such diagnosis is subject to verification by the university.

D. If a student's request requires special funding, this request will be reviewed by the coordinator of Disabled Student Services and the dean of student development. All requests should be made in a timely manner in order to allow sufficient time for the university to comply. The university will need a minimum of 30 days and a maximum of 90 days for review and provision of services requiring special funding.

E. The coordinator of Disabled Student Services will make a case-by-case determination of the student's educational need for the requested auxiliary aid, academic adjustments, or other special services. Auxiliary aids, academic adjustments, or other special services determined to be necessary, will be provided at no cost to the student. Services deemed appropriate in order to provide program access to disabled students will be provided at no cost to the student.

III. Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through the university's grievance procedures. Information on these procedures is available through the Affirmative Action Office (Cook Administration Building, Room 319).