

The University of Tulsa
504/ADA Accommodation Policy for Students with Disabilities
(Revised and approved June 25, 2001)

A. The University of Tulsa is committed to providing equal access for all students to its programs and services, including the equality of opportunity to be competitive in academic endeavors. Effective and efficient implementation of this commitment requires the cooperation of all of the University's offices, departments, and personnel as well as appropriate utilization by students of the University's services, depending on their particular situations and needs.

B. Admission requirements for students with disabilities are the same as for all other students. The university does accept the certified results of all standardized tests (e.g. ACT, SAT, GRE, and LSAT). The University is very concerned that students with disabilities who consider attending the University of Tulsa be competitive in this academic environment. Therefore, reasonable accommodations will be made upon proof both of disability and need for the accommodation. It must be understood that accommodations for disabilities are meant to equalize educational opportunities. Admission and accommodations do not guarantee success or level of academic achievement. Therefore, in addition to the specific accommodations provided, the University encourages utilization of auxiliary services available to all students to maximize opportunities for success.

C. Individuals with disabilities are guaranteed certain protections and the right to accommodation based upon documentation. The documentation must indicate that the disability substantially limits a major life activity and addresses academic impact. Students whose disabilities require academic accommodations must complete an "Application for Disability Services" form and an intake interview prior to the academic term for which the accommodation is requested. Accommodations may be made during the term upon late submission of the form, but will not serve to alter prior grading or academic status. Documentation must be appropriate and justify a need for the accommodation by addressing the functional limitations created by the disability and must be applicable to the request for accommodation. Any requested curricular changes (e.g. course substitutions) would require more extensive justification for academic adjustments. Determination of eligibility and approval of accommodations will be made by the Eligibility Committee for Students with Disabilities (composed of the 504/ADA Coordinator, at least one individual knowledgeable in the specific area of disability, an administrative representative(s) from the college in which the student is enrolled, and an additional representative as determined appropriate by the 504/ADA Coordinator). The Eligibility Committee will also review all requests for changes in accommodation. Appropriate modifications of accommodations will be determined on a case-by-case basis and will not necessarily incorporate all requested changes. Requests must be submitted in writing utilizing the Request for Change in Accommodations form. A more thorough explanation of the requirements for documentation is available on the University of Tulsa website or from the Center for Student Academic Support. Written permission must be granted for the Eligibility Committee to review the documentation directly with the responsible professional, in order to clarify or better understand how to best accommodate the specific disability without compromising academic performance standards or graduation requirements.

D. Within 20 working days, based on the university work calendar, of receiving the written request and all pertinent documents, a written response will be issued. To avoid delay due to multiple requests made at the beginning of each term, students requesting accommodations (including any changes) are encouraged to submit all documentation no later than one month prior to the beginning of the term for which the accommodations are requested. When the student is found eligible for services, the student must meet with a staff member for discussion about accommodations and to review rights and responsibilities. Faculty and other personnel are to provide accommodations only according to the official written accommodation statement. This document will not cover accommodations for a student as an employee, accommodations in the workplace must be separately requested through the Office of Personnel Services.

E. It is the responsibility of the student who requests educational accommodations to provide the following:

Documentation prepared by appropriately certified personnel qualified to diagnose disabilities; including, but not limited to those certified or licensed as physician, educational diagnostician, learning disability specialist, or psychologist. The service providers cannot be associated with The University in a full-time or part-time employment capacity.

Documentation of the testing procedures followed, the instruments used to assess the disability, the test results, and the interpretation of the results. Diagnosis of some disorders must meet specific criteria, for example, the diagnosis of Learning Disabilities, Attention Deficit Disorder or similar conditions. Contact the 504/ADA Coordinator for more information.

Documentation specifying recommended academic accommodations, which will be taken into consideration when identifying reasonable academic adjustments.

Documentation reflecting the individual's present achievement level. This must be as comprehensive as possible, and to be in the student's best interests, must usually be dated no more than three years prior to the student's request for services.

Documentation including test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling mathematical comprehension, memory, and processing skills, which are required for most disabilities involving intellectual functioning.

Additional testing results or additional appropriate documentation of the disability as determined by the Eligibility Committee.

Documentation should be sent directly from the service provider to the Center for Academic Support.

F. All information submitted concerning the disability is confidential and will be released to instructors or others only with written release of information consent from the student or in compliance with legal requirements.

G. Students needing auxiliary services, such as readers, interpreters, or note takers, etc. should discuss these needs with the 504/ADA Coordinator. In addition to discussing appropriate education modification, the 504/ADA Coordinator will serve as a liaison with university faculty and administration on behalf of students with disabilities, including the Office of Personnel Services for those students who are also employees and in need of accommodation in the workplace.

H. Students who request accommodation and who believe that the accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should bring this matter to the 504/ADA Coordinator. If the 504/ADA Coordinator is unable to resolve the matter informally or if the student is unsatisfied with the resolution, the student should refer to the ADA/504 Grievance Procedure for University of Tulsa Students which is available on the University website or in the Center for Student Academic Support.

I. Students with documented disabilities who warrant the adjustment of carrying less than a full-time course load can be determined eligible for full-time student status. In such cases, the student must provide documentation of need for a reduced course load, which will be submitted to the Eligibility Committee for consideration. Accommodations for a reduced course load must be reconsidered each semester and may require additional documentation. Students should check as needed with appropriate departments regarding requirements affecting eligibility; such as, Financial Aid, Athletics, internship placements, etc.

J. Accommodations for off-campus placement, such as internships, study abroad or other experiential programs may be subject to limitations beyond the control of the university. Students seeking accommodations for such off-campus programs should do so as far in advance as possible, so that the 504/ADA Coordinator can attempt to work with the off-campus site in the best interest of the student's educational opportunity.

K. Students with documented disabilities will be allowed to enroll prior to the regular enrollment date. Additionally, students with disabilities are encouraged to take advantage of the following related services available to all students at the university through the Center for Student Academic Support:

Listing of tutors available for hire at the student's expense

Individual, confidential conferences about individual concerns

General study skills, time management, and goal setting assistance

Referral to qualified resources for diagnostic evaluation of learning disabilities at the student's expense

Academic counseling and individualized assistance for improving study strategies

Psychological support through referrals to the Office of Counseling and Psychological Services

L. The University of Tulsa does not offer students with disabilities the following:

Diagnostic evaluation for disabilities

Special classes

Special Tutorial Program

A reduced standard for academic performance

Exemption to graduation requirements

Credit for effort in place of demonstrated competence in course or subject content

A substantial change or alteration in the course of study

M. Students' responsibilities are further delineated in Responsibilities of Student Receiving Academic Accommodation Policy which is available through the Center for Student Academic Support.

N. Physical Disabilities and Temporary Disabilities

Students wishing to discuss the availability of services for the physically disabled or temporarily disabled, or who wish to identify barrier problems should contact the 504/ADA Coordinator, Room 59 Holmes Student Center, 600 South College, Tulsa, Oklahoma 74104-3189, or call (918) 631-2315, or TDD (918) 631-3329.

For Further Information Contact
Jane R. Corso, Ph.D.
504/ADA Coordinator
Holmes Student Center, Room 59
600 S. College Avenue
Tulsa, Oklahoma 74104
(918) 631-2315/TDD (918) 631-3329

504/ADA Grievance Policy for Students at the University of Tulsa

Grievance Procedures

General Procedures

The University of Tulsa is committed to providing equal access for all students to its programs and services, including the equality of opportunity to be competitive in academic endeavors. Effective and efficient implementation of this commitment requires the cooperation of all of the University's offices, departments, and personnel as well as appropriate utilization by the students of the University's services, depending on their particular situations and needs. Students who believe they have been discriminated against on the basis of their disability may choose to engage the grievance procedure below.

ADA Student Grievance Procedures

The University of Tulsa has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any actions prohibited by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students who request accommodations and believe that the accommodations have been impermissibly denied, or believe that they have been discriminated against on the basis of their disability, should address all complaints, excluding those filed against the ADA/504 Coordinator, to:

ADA/504 Coordinator
Center for Student Academic Support
Holmes Student Center, #59
University of Tulsa
600 South College Ave.
Tulsa, OK 74104-3189
(918) 631-2315
(918) 631-3329

All ADA/504 complaints filed against the ADA/504 Coordinator and or the Eligibility Committee for Students with Disabilities should be addressed to:

Compliance Attorney
General Counsel's Office
McClure Hall
University of Tulsa
600 South College Ave.
Tulsa, OK 74104-3189
(918) 631-2423

Specific Grievance Procedures

A student who believes that they have been impermissibly denied this opportunity may appeal any decision by taking the following steps in the order they are shown:

1. All complaints should be filed in writing*, containing the name and address of the person filing it, the parties involved, and the alleged violation.
2. A complaint should be filed within (30) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow the filing of the complaint. Either the ADA/504 Coordinator or the Compliance Attorney, depending on the nature of the grievance, will conduct the

- investigation. These rules anticipate informal but thorough investigations, affording all interested persons and their representatives notice and the opportunity to be heard and to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution will be issued by either the ADA/504 Coordinator or the Compliance Attorney. A copy will be forwarded to the complainant no later than fifteen (15) working days after its filing.
 5. The ADA/504 Coordinator or the Compliance Attorney will maintain the files and records relating to the complaints filed.
 6. Should the grievant desire to appeal the written determination, the appeal should be filed in writing* within fifteen (15) days of receiving a written determination as to the validity of the complaint. The appeal should describe the grounds upon which the complainant bases his or her appeal.
 7. The Dean of Students will review the written record and determine within thirty (30) working days of receipt of appeal any additional steps to be taken, including whether to send the grievance back for further review. A determination by the Dean of Students is final and is not subject to further review. The appeal should be addressed to:

Dean of Students
Holmes Student Center, #51
University of Tulsa
600 South College Ave.
Tulsa, OK 74104-3189
(918) 631-2327

* Students who are unable to write their grievance due to a disability should utilize assistive technology assistance or request technical support from the Center for Student Academic Support.