E-24-2023-RS

SAGRADO
Universidad del Sagrado Corazón

Procedure for Requesting and Approving a Reasonable Accomodation for Students

Effective: August 1, 2023

I. Purpose

This Procedure describes the process for requesting, evaluating, and approving requests for Reasonable Accomodations from students in accordance with the *Equal Opportunity Policy for Students with Disabilities* ("Policy").

II. Definitions

The *Glossary of Terms* in the Policy defines the concepts most commonly used in this Procedure. The following definitions also apply to this Procedure.

1. *Rehabilitation Counselor*—a professional who specializes in the field of disability and who serves students with disabilities or functional diversity. Their responsibilities include counseling, consultation, and the recommendation and certification of accommodations following a comprehensive assessment that may include a compilation of other assessments and their own professional judgment.

2. *Reasonable Accomodation Notice* – the document issued by the Academic Advising Office specifying the type of accommodation granted.

III. Admissions Process

Students interested in being admitted to the Universidad del Sagrado Corazón (hereinafter "the University" or "Sagrado") may voluntarily indicate the need for a Reasonable Accomodation on the admission application.

A. Interested Students Who Meet the Admission Requirements

1. When a student with a disability meets the institution's requirements, they are admitted through the regular admissions process. A representative from the Admissions Office will notify the student by phone and/or email regarding the steps to follow to request a Reasonable Accomodation and other relevant information.

2. The Admissions Office representative will refer the case via email to the Rehabilitation Counselor.

3. The Rehabilitation Counselor will contact the student by phone and/or email to inform them about the process for completing the request for a Reasonable Accomodation, the documentation they must submit, and other relevant information.

4. The student will inform the University's Rehabilitation Counselor whether or not they are requesting a Reasonable Accomodation.

B. Prospective Students Who Do Not Meet Admission Requirements

1. A student interested in being admitted to Sagrado who does not meet the admission requirements and who has self-identified as a student in need of a Reasonable Accomodation will receive notification by phone and/or email regarding the availability of the extended admission process. Participation in the extended admission process is voluntary.

2. The extended admission process will be administered by the Extended Admission Review Committee (Committee), which will consist of:
    a. the Rehabilitation Counselor,
    b. the Dean of Students or their representative,
    c. a representative from the Admissions Office, and
    d. a representative from the academic unit to which the prospective student is seeking admission.

    All members of the Committee will have a vote on the final decision, with the exception of the representative from the Admissions Office.

3. The Committee will be responsible for implementing the extended admissions process, for which it may use alternative assessment tools, samples of work obtained through the Student Learning Assessment process, interviews, workshops, and special courses, among other methods.

4. The representative from the Admissions Office will convene the Committee and present the documents they will review to decide whether to grant admission.

5. The representative from the Admissions Office will notify the interested student of the outcome of the extended admissions process by phone and/or email. If admission is recommended, the representative from the Admissions Office will also notify the Academic Advising Office by email.

6. The representative from the Admissions Office will send a notification to the admitted student detailing the process for requesting Reasonable Accomodations and other relevant information.

7. The Academic Advising Office will contact the student by phone and/or email to inform them about the process for completing the request for Reasonable Accomodation, the documentation they must submit, and any other necessary information.

IV. Student Self-Identification

1. Students may voluntarily indicate their need for a Reasonable Accomodation on the application for admission or in the forms to be completed at the time of enrollment.

2. The Rehabilitation Counselor will generate a report of students who self-identified during the enrollment process and will cross-check the lists against students who have approved Reasonable Accomodations or submitted requests.

3. The Academic Advising Office will contact self-identified students who have not completed the application or who have an approved Reasonable Accomodation by phone and/or email to explain the Reasonable Accomodation request process. The Academic Advising Office will maintain a record of all attempts to contact the student. If the student does not complete the request for Reasonable Accomodation, the Academic Advising Office will file the request as inactive.

5. Faculty members who receive information from a student who needs a Reasonable Accomodation must provide guidance and refer the student to the Academic Advising Office. Faculty members must also notify the Academic Advising Office via email at acomodo@sagrado.edu .

V. Reasonable Accomodation Request

1. Students may access the Reasonable Accomodation request form on the mi.sagrado.edu portal under the tabs: *Student Services (Forms and Requests)* and *Reasonable Accomodation.* Students who need assistance accessing the portal should contact their academic advisor.

2. The student must complete all sections of the Reasonable Accomodation Request form and include recent medical documentation detailing the medical condition that supports the request for accommodation. The student must submit the medical documentation and any other information requested on the portal. The University may send the student a standard form to be completed by a specialized healthcare professional.

3. The accommodation will be provided in accordance with the healthcare professional's recommendation, an individual assessment of the student, their specific needs, available resources, and the academic requirements of the degree program.

4. The Rehabilitation Counselor will evaluate the documentation submitted by the student and determine whether the request is appropriate and, if so, the type of accommodation. The Rehabilitation Counselor may request additional documentation to support the need. The most common accommodations include, but are not limited to:

    a) reader and/or note-taker services,
    b) accompaniment by a designated adult,
    c) extended time to complete exams and assignments,
    d) assistive technology equipment,
    e) modifying materials or exams into alternative formats (e.g., oral, printed, or large print), and
    f) preferred seating in the classroom.

6. If the accommodation is granted, the Rehabilitation Counselor will approve the request on the portal and specify the type of accommodation approved for the student. The system will send the Reasonable Accomodation Notification to the student via institutional email, indicating the accommodation granted.

7. The Rehabilitation Counselor may deny a request for an accommodation:

    a) if the Rehabilitation Counselor does not receive the medical documentation or other information requested by the University by the established deadline; and/or
    b) when the type of accommodation requested is not feasible for the University. In this case, the University will notify the student in writing; the student may then discuss alternative accommodations directly with the healthcare professional and resubmit the request.

8. Faculty members will receive via email the Reasonable Accomodation certification for students enrolled in their courses. The student is responsible for conducting a discussion with each instructor about the Notice of Reasonable Accomodation and determining how the granted accommodation will be implemented in the classroom.

9. The Rehabilitation Counselor will also email a list of students to the directors of the relevant grant-funded programs, if any, so that they may provide guidance, assessments, and services to students with accommodations.

10. The Notice of Reasonable Accomodation will be valid for a maximum of one (1) academic year, including summer terms, except in cases where the accommodation is temporary, in which case it will be valid for a shorter period.

11. At the end of the academic year and the validity period of the Notice of Reasonable Accomodation, the student must request the accommodation for the following academic year if the need for the accommodation continues.

VI. Procedure for the Evaluation and Implementation of Reasonable Accomodations for Student Trips, Cultural Outings, and Any Co-curricular Activities Off Campus.

1. Notification of Academic Trips—The academic unit, faculty member, or organizing staff member must notify the Rehabilitation Counselor at least 10 days prior to the date of the first trip orientation regarding the planning of any academic trip, field trip, off-campus internship, or off-campus activity in which students with reasonable accommodations are participating.

2. Student Request – The student must request a review of their reasonable accommodations. This request must be made at least 10 business days prior to the deadline by which the student must confirm their participation in the trip or activity.

3. Individualized Assessment – The Rehabilitation Counselor will conduct an individualized assessment of the student's needs in relation to the trip, considering:

    a. Accessibility (location, transportation, facilities, lodging, meals, etc.)
    b. Inclusion (availability of a sign language interpreter, large print, Braille materials and signage, etc.)
    c. Nature and scope of the scheduled activities
    d. Associated risks or specific barriers
    e. Medical or psychological recommendations, if applicable

4. Recommendation for Accommodations – Based on the assessment, the Rehabilitation Counselor will issue a certification listing the accommodations necessary for the student's participation; this will be sent to the trip organizers via email.

5. Coordination and Implementation – The organizing academic unit, in coordination with the Rehabilitation Counselor, will be responsible for implementing the necessary adjustments to ensure the student's equitable access to the activity. This includes changes to the activity's assessment model.

VII. Academic Counseling and Student Monitoring

1. The Rehabilitation Counselor will contact students via email to conduct an initial interview to verify the type of approved accommodation and, if there is a change to the accommodation, will restart the

Accommodation evaluation process will begin anew. Students enrolled in a grant-funded program will be interviewed and evaluated by the staff assigned to that task.

2. The Rehabilitation Counselor or staff from the relevant funded project (if applicable) will coordinate regular meetings with students to support them with: the registration process, academic advising, validation of their program of study, course load, other support services, and adaptation to and integration into campus life, among other matters.

3. The Rehabilitation Counselor will refer students of interest or those identified as needing additional services (e.g., psychological support, tutoring, student services, and/or financial aid) via email to the appropriate units or offices.

VIII. Student Complaints

A student may file a complaint if they believe that an approved Reasonable Accomodation is not being provided. The student must complete the *Academic Situations* form available on the mi.sagrado.edu portal under *Student Services > Forms and Requests > Reasonable Accomodation.* Students who need assistance accessing the portal should contact their academic advisor.

IX. Review or Cancellation of Accommodations

1. A student may request a review or cancellation of an accommodation at any time.

2. To request a review of an accommodation, the student must complete the Reasonable Accomodation request form available on the mi.sagrado.edu portal under *Student Services > Forms and Requests > Reasonable Accomodation*. This will initiate the accommodation evaluation process.

3. The Rehabilitation Counselor will evaluate all requests received.

4. If a student requests cancellation of an accommodation, the Rehabilitation Counselor will notify the relevant units or offices and the student via email, and the Reasonable Accomodation designation will be removed from the electronic student record.

X. Training for Faculty and Administrative Staff

1. The Pedagogical Innovation Unit will coordinate workshops for faculty on topics related to Reasonable Accomodation and functional diversity.

2. The Rehabilitation Counselor and the Academic Advising Office will coordinate workshops and orientations on the process for requesting a Reasonable Accomodation for administrative staff and student services staff, as well as for parents, guardians, and students.

3. The Rehabilitation Counselor will coordinate workshops and orientation sessions on tools to strengthen social-emotional competencies and address emerging needs for parents, guardians, and students.

4. The Rehabilitation Counselor will coordinate workshops and orientation sessions on available services that facilitate the transition to postsecondary education for students who self-identify as having a disability.

XI. Questions About This Procedure

This Procedure is approved by the Vice-Presidency for Academic Affairs with the advice and counsel of the Office of Legal Counsel. Questions regarding the scope and interpretation of this Procedure should be directed to the Office of Academic Affairs atacomodo@sagrado.edu .

Universidad del Sagrado Corazón reserves the right to interpret this Procedure in its administration, implementation, and enforcement. Any violation of this Procedure may result in disciplinary action, including termination of employment or other appropriate legal actions.

XII. Reports of Violations of This Procedure

Violations of this Procedure should be reported to the Office of Compliance, Internal Audit, and Institutional Integrity via email at:cumplimiento@sagrado.edu . Any violation of this Procedure will be addressed in accordance with institutional policies and procedures.

Anuchka Ramos-Ruiz, Ph.D.
Provost and Vice-Presidency for Academic Affairs