



Office of Student Disability Services Accommodation Policy

Purpose

DeVry University's goal is to create an environment free from harassment, discrimination or retaliation based on disability, in which students with disabilities are welcomed to engage in an open dialogue with the school about appropriate accommodation options. The University will provide appropriate and reasonable accommodations, auxiliary aids, and support services to qualified individuals with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and all applicable federal, state, or local laws. The University makes no assumptions concerning any individual's abilities or disabilities, and will make an individual assessment in response to each request to determine if the needs of the individual can be met.

Scope

This policy applies to applicants, students, visitors, and guests attending an onsite or online course, program, activity, or receiving services.

Accommodation Request Process

The Office of Student Disability Services is responsible for working with individuals seeking an accommodation. The process to receive an accommodation begins when an individual discloses a disability and/or indicates the need for an accommodation. An individual seeking an accommodation should contact the Office of Student Disability Services to begin the interactive process. If an individual discloses a disability to any other colleague, the individual should be advised to contact the Office of Student Disability Services at adaofficer@devry.edu.

The Office of Student Disability Services endeavors to respond to all inquiries and requests within two (2) business days. Accommodation requests are reviewed on a case-by-case basis and if approved, will not be implemented retroactively.

Applicants

Applicants seeking a placement test accommodation will not be able to attempt the test until an accommodation is approved, or the individual rescinds their request in writing. Accommodations received during the admissions process do not continue with the individual if they transition to a student. The individual will need to follow the **Current Student** process below to seek accommodations as a student.

Current Students

A student will need to complete an Accommodation Request form specifying their impairment and the accommodation(s) they are seeking. In addition to the form, the student is required to submit documentation from a qualified medical or educational professional to support their request. In most cases, the documentation should be dated within the past five (5) years and include a specific diagnosis with a recommended accommodation that would assist the student based on the diagnosis.

The Accommodation Coordinator will evaluate the student's request and supporting documentation to determine if the accommodation is reasonable and appropriate. If further information, paperwork or clarification is needed, the student's request is considered incomplete. The Accommodations Coordinator will continue to work with the student to assist them with the process as needed. An accommodation will not be approved until the student's request is considered complete. If an

accommodation is approved, a notification letter is sent to the student and the professor(s) stating the approved accommodation(s).

Note: Standard tutoring is typically not considered an accommodation as it is available to all students. Students can access tutoring by speaking with their professor or by visiting tutor.com and devrytutors.com.

Commencement Ceremonies

The graduation application allows a student to indicate if they or their guests require an accommodation at a commencement ceremony. Selecting yes to the accommodation question on the form will generate an email to the Office of Student Disability Services. The Accommodation Coordinator will reach out to the student to determine the needs of the student and/or guests, and will work with the campus liaison to implement the accommodation. Alternatively, the student can contact the Office of Student Disability Services directly.

Colleagues

Colleagues requiring an accommodation in the scope of their employment should contact Human Resources at HRQuestions@devry.edu.

Visitors/Guests

Any individual attending a DeVry sponsored event or campus visit should contact the Office of Student Disability Services directly at adaofficer@devry.edu to discuss accommodations during the event or visit.

Once an accommodation is implemented, individuals should continue to work with the Accommodations Coordinator on any accommodation-related needs, including any difficulties in implementing, obtaining an approved accommodation, or the need to modify their accommodation.

Service Animals

The Americans with Disabilities Act defines a service animal as a dog that is individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability. Service animals in training are not considered service animals. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA.

In situations where it is not apparent if a dog is a service animal, only two questions can be asked to the individual.

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Additionally, the following cannot be requested from the individual:

1. Special identification card or training documentation for the dog.
2. Demonstration of the task(s) the dog has been trained to perform.

3. The nature of the individual's disability.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same classroom or facility, they both should be accommodated by assigning them, if possible, to different locations within the classroom or different rooms in the facility.

There are limited situations where a service animal may be prohibited. If allowing the service animal fundamentally alters the nature of the services or programs, the service animal may be denied access. Additionally, if the service animal is out of control and the handler does not take effective action to control it, or if the service animal is not housebroken, it can be excluded. Additionally, ADA law has a provision allowing miniature horses as a service animal and should be treated with the same rules as a dog.

Individuals with a disability who desire the use of a service animal on campus are encouraged, but not required, to contact the Office of Student Disability Services. The Office of Student Disability Services will provide information and address any questions the individual has about the campus. Information contained in this section relates to ADA law and each state may have additional requirements. The Accommodations Coordinator should be contacted with questions about state laws.

Emotional Support Animals

An emotional support animal is an animal that provides a therapeutic benefit to its owner. The animal provides emotional support and is not trained to perform a specific task. Because of this, the animal does not qualify as a service animal.

Confidentiality

Documentation and information obtained through this policy are kept separate from a student's educational record. Disclosure of an accommodation will only be provided to individuals assisting with the implementation of the accommodation. This includes, but is not limited to, a professor, campus liaison, ADA/504 Coordinator, or Accommodations Coordinator.

Professor Notifications

Professors will receive an email on the Friday prior to the start of a session and the first Friday of each session regarding each accommodated student in their course. The email will include a Microsoft Word attachment detailing the accommodation(s) and will be sent via the ADA inbox in Microsoft Outlook.

Resources

The following third party resources are available to students at no cost.

Free Software

NVDA is an open source, globally accessible screen reader for the blind and vision impaired which turns text to speech, it is available at www.nvaccess.org.

Magnification Information

Web Browsers	Operating Systems
Internet Explorer	Microsoft Windows
Firefox	Apple Mac
Google Chrome	

Revision History

Date	Version	Author	Changes
07/13/2020	1.0	Paul Herbst	<ul style="list-style-type: none">• New Policy