



POLICY FOR REASONABLE ACCOMMODATION

I. PURPOSE

This policy directs the CEO, Dean and Program Directors to ensure that its programs, activities, and services are accessible to all registered students.

II. POLICY STATEMENT

PUDCJBR is committed to providing reasonable accommodation for students with documented disabilities. Documented disabilities may include, but are not limited to, a learning disability; attention deficit disorder; a visual, hearing, or mobility impairment; food allergy; or a physical or mental illness. A reasonable accommodation is one that is consistent with the academic standards of PUDCJBR and does not fundamentally alter the nature of a course or program. PUDCJBR works with students directly and individually throughout the accommodations process. Final authority for determining the most reasonable and effective accommodation rests with PUDCJBR and is based on the nature of the course or program and the individual student's disability-related need(s). Please note, arrangements for equipment, recorded text, interpreters, housing assignments, and other accommodations require advance notice.

When making a request for accommodation, it is necessary to submit relevant documentation. If documentation is not current or sufficiently comprehensive, PUDCJBR may require an updated evaluation, for which the student will be responsible for the cost.

The information you provide will be kept confidential in accordance with state and federal law. It will not be part of your student file but stored separately.

Students who wish to make a request for accommodation based on a disability must:

1. Identify themselves to the Chief Executive Officer and request accommodation following their acceptance of admission to PUDCJBR. Students may identify themselves at any time and should do so immediately following an injury or illness with permanent or long-term implications.

2. Provide, at the student's expense, current (i.e. within 1 to 5 years depending upon the nature of the disability) relevant documentation of a disability that substantially limits a major life activity. Upon receipt of required documentation, the Chief Executive Officer consults with the student and other appropriate individuals in determining reasonable accommodations. The Chief Executive Officer will communicate in writing with the program director, who will communicate with faculty members that are assigned to courses in which the student is registered. Faculty members play an important part in ensuring suggested accommodations are appropriate in the context of their course design and evaluation. They may communicate any concerns regarding the specific accommodations to the program director. The student should

meet with the instructor during the first week of classes to discuss the implementation of their accommodation.

If a student is dissatisfied with an instructor's decision or the implementation of accommodation, it is the student's responsibility to notify the Chief Executive Officer who can intervene to attempt to address a student's concerns.

Students may consult with the program director, the counselor, or the dean regarding other resources that may be useful to them during their time at PUDCJBR.

Students who experience academic or other difficulties that impact their educational experience and suspect an underlying disability are encouraged to identify themselves with the Chief Executive Officer.

Students who feel they have been discriminated against based on their disability should consult the student grievance/complaint policy to be informed of the steps that can be taken to address these concerns.