

Accommodation Policy

ROWAN UNIVERSITY POLICY

Title: *Accommodation Policy*

Subject: *Student Life*

Policy No: *SL: 2016:18*

Applies: *University-Wide*

Issuing Authority: *President*

Responsible Officer: *Director of Academic Success Center and Disability Resources*

Adopted: *08/17/2016*

Last Revision: *07/31/2021*

Last Reviewed: *07/31/2021*

I. PURPOSE

The purpose of this policy is to establish reasonable accommodations the University will provide anyone to obtain equal access to educational or occupational programs and activities.

II. ACCOUNTABILITY

Under the direction of the President, the Director of Academic Success Center and Disability Resources shall implement and ensure compliance with this policy.

III. APPLICABILITY

Rowan University students registered with Disability Resources.

IV. REFERENCES

1. [Rowan University Documentation of Disability](#)
2. [Rowan University Consent for Release of Information Form](#)
3. [Americans with Disabilities Act](#)
4. [Section 504 of the Rehabilitation Act of 1973, 29USC79](#)

V. POLICY

1. Rowan University will provide reasonable accommodations for anyone to obtain equal access to educational or occupational programs and activities.
2. Academic Success Center/Disability Resources ("Disability Resources") provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who meet University admissions requirements (i.e., otherwise qualified to attend the University) are required to submit appropriate documentation so that the University can determine whether they qualify for reasonable accommodations.
3. Students attending Rowan University requesting accommodations (housing, classroom, or dietary), must use the **Accessible Information Management system (AIM)** to register with Disability Resources for services ([Click here to learn how to register](#)):
 - a. Applicants will need to register with AIM through the [Academic Success Center/Disability Resources website](#).
 - b. Applicants must provide comprehensive and current documentation of a qualifying disability along with the [Consent for Release of Information form](#).

- c. Students granted accommodations will use AIM to review their accommodations and request faculty notification emails ([Click here for directions on accessing your accommodations](#)).

4. ADA/504 Grievance Procedures for Students

- a. Any student who has been granted accommodations through Disability Resources, but believes they are being denied the appropriate accommodation (i.e., in the classroom), should first contact Disability Resources. Disability Resources will work with the student and other appropriate individuals (i.e., a professor), to address the student's concern.
- b. Students (1) requesting accommodations under the ADA or Section 504 of the Rehabilitation Act who are dissatisfied with the accommodation decision made by Disability Resources, or (2) students who believe their granted accommodation is being denied, and are dissatisfied with the outcome through Disability Resources, may file a written grievance with the Office of the Provost within ten (10) calendar days of the receipt of Disability Resources' decision. The student must provide all pertinent documentation supporting the grievance, and must specifically state the reasons for grievance and the action they believe should be taken.
- c. Students should copy Disability Resources on their grievance to the Office of the Provost, to make them aware of the grievance. Within eight (8) calendar days after notification of the grievance, Disability Resources will report to the Office of the Provost what was done in response to the student's request for accommodations, or in response to the student's concern of not being provided an approved accommodation, and the reasons why an agreement could not be reached.
- d. The Office of the Provost may request additional information from the student or Disability Resources at any time and may discuss the matter with anyone in reaching a decision. The grievance record will be closed when all information is received by the Office of the Provost.
- e. The Office of the Provost designee will issue a determination within ten (10) calendar days after having received the information from Disability Resources, which may uphold or modify the decision made by Disability Resources. This will be the University's final decision.
- f. These timeframes are subject to change in any given manner when essential individuals and/or information are not readily available or when the academic calendar warrants.