Disability Support Services Program Guidelines
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Disability Support Services Coordinator

Approved by University Council, September 2, 2003
Approved by Vice-President for Academic Affairs, March 25, 2005
Approved by Student Life and Policies Committee, April 2, 2003
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Disability Support Services Program Guidelines

Compliance Policy

It is the policy of Haskell Indian Nations University to comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Accessibility Guidelines (ADAAG), Section 504 of the Rehabilitation Act of 1973 as amended and the Uniform Federal Accessibility Standards (UFAS) as mandated by Section 504. Under these laws and guidelines no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Haskell Indian Nations University.

Compliance Procedures

1. University administrators will establish and support a Disability Support Services (DSS) Program and shall ensure that a coordinator is appointed to administer the program.

Admissions Policy

The Office of Admissions will not limit the number of students with disabilities admitted, make preadmission inquiries as to whether an applicant is disabled, or counsel an applicant with disabilities to seek a more restrictive career.

Admissions Procedures

1. University administrators will establish a policy for the Office of Admissions which will prohibit that office from limiting the number of students with disabilities admitted, the making of preadmission inquiries as to whether an applicant is disabled, or counsel a student with disabilities to seek a more restrictive career.

2. The Student Application for Admittance to Haskell Indian Nations University form, used by the Office of Admissions, will not make inquiries as to whether a student is disabled. If an inquiry is made on this form then a statement will accompany the form advising the applicant that any self-disclosure will not be used in determining qualification for admittance to HINU but will be used to inform the DSS Coordinator of an applicant who may be of need of DSS services.
Program Establishment Policy

University administrators will establish a DSS Program Office and appoint a DSS Coordinator to run the program. The DSS Coordinator is a faculty or staff member who has a background in special education or a related field. The DSS Coordinator is the person primarily responsible for documenting, storing, processing, and approving requests for disability accommodations and/or modifications. The DSS Coordinator coordinates with faculty and staff members and disabled students so that accommodations for a student’s disability are implemented according to the ADA and Section 504 of the Rehabilitation Act of 1973 as amended.

Program Establishment Procedures

1. University administrators will establish a DSS Program and Office by appointing a Coordinator to run the program on a part-time basis at his/her current work/office location.

2. The DSS Coordinator is responsible for documenting, storing, processing, and approving requests for disability accommodations and/or modifications.

3. The DSS Coordinator coordinates with faculty, staff, and students with disabilities so that accommodations for a student’s disability are implemented according to the ADA and Section 504.

4. The DSS Coordinator is responsible for keeping informed about the laws relevant to accommodations and/or modifications for students with disabilities, thereby, being able to educate the Haskell community about the latest disability issues.

5. The DSS Coordinator will establish an advisory committee with representatives from the faculty, tutoring services, counseling services, student housing, facilities planning, undergraduate admissions, financial aid, career development, student senate, and health services. Meeting once or twice a semester, committee members may be brought up to date with the latest disability issues plus be a valuable resource for the Coordinator in order to help solve problems, provide ongoing evaluation of services, review program effectiveness, etc.
Documentation Policy

The documentation sources, as given below, are officially/administratively recognized as being acceptable for the Disability Support Services Coordinator at HINU (or a representative of the university with equivalent duties) to use in determining whether a disabled student has supplied the necessary documentation of a disability. When a student has truthfully supplied any of the documentation sources listed below, then that student should be extended disability accommodations and/or modifications at HINU in accordance with accepted university policy and procedures. Exceptions to this policy must receive approval from a Divisional Administrator at HINU and/or the President of HINU.

Documentation Procedures

1. The DSS Coordinator will use the following Policy on Acceptable Documentation of a Disability to determine documentation of a disability.

**HINU’s Policy on Acceptable Documentation for a Disability**

1. A copy of the applicant’s high school special education Individualized Education Program (IEP), sent by the applicant’s current or former school and dated no more than three years previously. The IEP must be specific as to what special needs the student/applicant has. Ideally, for purposes of determining what accommodations should be granted by HINU, the IEP should indicate what accommodations had been previously recommended and followed while the student was in secondary school. An IEP which does not contain this information may not be acceptable as documentation and the student may be required to submit new disability testing and evaluation results or alternative documentation before accommodations are granted to the student.

2. A signed medical doctor’s and/or psychiatrist’s statement advising that a student has a disability and stating specifically what accommodations are needed for that student.

3. Documentation from a licensed educational service or qualified personnel (not written longer than three years previously) which includes testing results and specifically states the type of disability which an applicant has and recommended accommodations and/or modifications.
4. In some cases, HINU, upon investigation and review by appropriate personnel, may find that there is a “reasonable probability” that a student is disabled and extend “appropriate” and “reasonable” accommodations and/or modifications to that student.

Release of Information Policy

The form RELEASE OF INFORMATION CERTIFYING DISABILITY (see attachment 1), is to be utilized at HINU as documentation of HINU’s compliance with the Family Educational Rights and Privacy Act. A student will have the option of deciding to authorize the DSS Coordinator to discuss issues or share details about his/her disability with faculty, staff, and other professionals in order to provide further assistance to the student. Likewise, the student may elect to allow the DSS Coordinator to only disclose to faculty, staff, and other professionals that he/she has a documented disability and requests for accommodation and/or modifications sent to the same will not be accompanied by any details of their disability. Regardless of the amount of disclosure that a student with disabilities allows the DSS Coordinator, the student will be extended reasonable accommodations and/or modifications as promptly as possible.

The DSS Coordinator, upon obtaining a signed Permission for Release of Student Information form (see attachment 2) may request, from the applicant and/or student’s current or former school, documentation of his/her disability. With a signed Permission to Access School Records” form (see attachment 3) the DSS Coordinator may look at an applicant/student’s records, which are kept in the Office of Admissions and Records at HINU, carryout photocopies of this information, and securely store this information at the DSS Program Office in order to help determine accommodations and/or modifications for that student.

Release of Information Procedures

1. The DSS Coordinator will explain the form Release of Information Certifying Disability (attachment 1) to applicants and/or students seeking DSS Program
services and have the students sign the option of their choice. This form will be kept with the student’s DSS Program file in a secure location in order to document compliance with the Family Educational Rights and Privacy Act.

2. When the DSS Coordinator needs documentation of a disability from an applicant and/or student’s current or former school the DSS Coordinator will use a Permission for Release of Student Information form (attachment 2) signed by the applicant and/or student and keep a copy in the student’s DSS documentation file.

3. When the DSS Coordinator needs documentation kept at HINU’s Office of Admissions the DSS Coordinator will use a Permission to Access School Records form (attachment 3) signed by the applicant and/or student and keep a copy in the student’s DSS documentation file.

Accommodation Policy

HINU will extend certain “reasonable” accommodations and/or modifications as well as the providing of auxiliary aids and services to students with disabilities in order to be in compliance with the ADA and Section 504 of the Rehabilitation Act of 1973 as amended. Modifications and accommodations will be granted on an individual basis (with input from the student with a disability) after considering the type and severity of a disability. Ideally, the DSS Coordinator will process the majority of modifications and accommodations granted to students with disabilities. The DSS Coordinator will meet or correspond with the disabled student and/or parent in order to suggest and work out the accommodations and/or modifications which are to be extended. All accommodations and/or modifications require approval from the DSS Coordinator’s divisional administrator. An instructor of a class in which a student with disabilities is enrolled, may or may not be involved in the process of determining accommodations for the student depending on degree of confidentiality a student chooses.

Because of the laws dealing with a student’s right to confidentiality regarding a disability, the student may legally authorize that the DSS Coordinator only disclose that the student has a disability and request that a specific accommodation be extended to that student.
Accommodation Procedures

1. The applicant and/or student notifies the DSS Coordinator that he/she is disabled and requests assistance.

2. The DSS Coordinator requests documentation which certifies that the applicant and/or student is disabled and includes recommended accommodations and/or modifications for that applicant and/or student.

3. After the applicant and/or student supplies the necessary documentation to the DSS Coordinator, the Coordinator will meet with the applicant and/or student to determine accommodations and/or modifications to be provided by HINU.

4. The DSS Coordinator seeks Divisional approval for accommodation and/or modification requests.

5. DSS Coordinator receives Divisional approval to begin coordinating the implementation of accommodation and/or modification requests.

6. The DSS Coordinator performs the following functions: 1) Coordinates the implementation of accommodation and/or modification requests 2) Maintains records of all correspondence regarding requests for accommodations (see attachment 4).

Documentation Cost Policy

Applicants and/or students are financially responsible for paying the costs involved with documenting a disability.

Documentation Cost Procedures

1. For applicants and/or students who request or need documentation of a disability the DSS Coordinator will assist the student and/or applicant by referring him/her to educational professionals who do educational evaluations.

2. The DSS Coordinator will help applicants and/or students seek assistance from the educational, medical, and human service professionals who are currently employed by HINU and the Haskell Health Center.

3. The DSS Coordinator will assist the applicant and/or student with seeking help from Federal, State, County, and City agencies for the disabled who may be able to provide assistance.
Grievance Procedures Policy

Applicants and/or students who have a complaint with any aspect of the DSS Program, believe that requests for accommodations and/or modifications have been impermissibly denied, or who believe that they have been discriminated against on the basis of their handicap should read and follow the HINU Grievance Procedures for Applicants and/or Students with Disabilities (see attachment 5).

Grievance Procedures

1. Students who have a complaint concerning any aspect of the DSS program are asked to follow the steps given on the HINU Grievance Procedures for Applicants and/or Students with Disabilities form (attachment 5).
RELEASE OF INFORMATION CERTIFYING DISABILITY

I hereby release to the Coordinator of Disability Support Services (DSS) at Haskell Indian Nations University (HINU), documentation of my disability.

Please initial one of the following release of information statements:

I authorize the DSS Coordinator to share the details of my documentation with faculty and staff members of HINU as well as with any other professionals responsible for helping me to secure appropriate accommodations to meet my special needs. I further authorize the DSS Coordinator to request disability accommodation(s) on my behalf from any/all faculty and staff members at HINU.

___________(initial)

I authorize the DSS Coordinator to share the details of my documentation with the HINU Counseling Center, the Haskell Health Center, HINU faculty and staff, and the individual or organization that provided my documentation. I further authorize the DSS Coordinator to request disability accommodation(s) on my behalf from any/all faculty and staff members at HINU.

___________(initial)

I do not authorize the DSS Coordinator to share details of my documentation with faculty and staff members of HINU or with any other professionals responsible for helping me to secure appropriate accommodations to meet my special needs, except with the individual or organization that provided my documentation. I authorize the Coordinator to only inform HINU faculty and staff that I have a documented disability, but the Coordinator may not discuss the type or details of my disability. I further authorize the DSS Coordinator to request disability accommodation(s) on my behalf from any/all faculty and staff members at HINU without disclosing the type or details of my disability.

___________(initial)

_________________________________________   ____________________________________
Student’s Name (Please Print)   Student’s Signature

_______________________________________
Date
PERMISSION FOR RELEASE OF STUDENT INFORMATION

Name of previous school/organization_____________________________________________________________
Street address__________________________________________________________________
City/State/Zip__________________________________________________________________

Student’s name and SSN____________________________________Date of birth____________

I am currently seeking accommodation for a disability at Haskell Indian Nations University. Please release/send a copy of all pertinent education, health, individual education plan file (IEP), and psychological information to:

Mr. Perry Graves
Haskell Indian Nations University
Academic Support Center
155 Indian Avenue, Box 5016
Lawrence, Kansas  66046-4800

________________________________________
Signature

________________________________________
Present address

________________________________________
Relationship to student
PERMISSION TO ACCESS SCHOOL RECORDS

I grant permission for Perry R. Graves, Disability Support Services Coordinator, at Haskell Indian Nations University to have access to any/all of my school records that are kept within the Office of Admissions at Haskell Indian Nations University.

I further request that he be allowed to photocopy and take with him any records that he deems as necessary in order to assist me in seeking accommodation for a disability. He also has my permission to share these records with other professionals and educators with whom he may consult concerning me as indicated upon my Release of Information Certifying Disability form.

Please Print Name

Signature and Date
Disability Support Services Program Guidelines

HASKELL INDIAN NATIONS UNIVERSITY

DISABILITY SUPPORT SERVICES PROGRAM

HINU Grievance Procedures for Persons with Disabilities

It is the policy and practice of Haskell Indian Nations University (HINU) to comply with section 504 of the Rehabilitation Act of 1973, as amended\(^1\), the Americans with Disabilities Act (the ADA)\(^2\) and the regulations\(^3\) implementing these Acts\(^4\). Under these laws no qualified individual with disability shall be denied access to or participation in services, programs, and activities of HINU.

In carrying out HINU ‘s policy regarding students with disabilities, HINU recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities and HINU will make efforts to provide reasonable accommodations for documented disabilities to the extent that it is readily achievable to do so. HINU is unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of the educational program.

GRIEVANCE OR APPEAL PROCEDURES

Students who require accommodations from faculty or staff members, but feel that the accommodations are not being implemented or have been impermissibly denied should:

1.) First meet with Mr. Perry Graves, Coordinator of Disability Support Services (DSS Coordinator), to discuss your issue and develop a resolution, if possible. His office is located in the Library’s Microcomputer Laboratory, Room 132, Tommaney Hall, HINU campus, (785) 832-6607.

2.) If a resolution is not possible, then an appointment will be made for you to meet with the DSS Coordinator and an appropriate divisional supervisor depending upon the nature of the accommodation(s) being requested. An appointment will be set up with one of the following in order to discuss your issue and develop a resolution:

\(^1\) 29 USC 794 et. seq.

\(^2\) 42 USC 12101 et. seq.

\(^3\) 34 CFR 104

\(^4\) These Acts and the regulations may be found in the University Library or in the Office of Disability Support Services.
The Vice-President for Academic Affairs (Academic Team Leader), for accommodations concerning instruction, classes, or classroom accessibility.

The Vice-President for University Services, for accommodations concerning housing.

The Athletic Director, for student activities and sports access.

The Facilities Management Supervisor, for accommodations dealing with parking, access to buildings, or building maintenance.

3.) If you still believe that the issue is not resolved to your satisfaction, you may request a meeting with the President of Haskell Indian Nations University. The Office is located in Navarre Hall, (785) 749-8497.

The grievance or appeal process should be initiated within 30 days after the Complainant becomes aware of the alleged violation.

The above-described Disability Grievance Procedure neither prevents nor substitutes for a Complainant filing a grievance with the Bureau of Indian Affairs’, Office for Equal Opportunity Programs or the Director, Office for Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240.

For individuals with disabilities or special print related needs, this publication can be made available in alternative formats. For more information, please contact the Office of Disability Support Services at (785) 832-6607.