



POLICY STATEMENT 44 SERVICES FOR PERSONS WITH DISABILITIES

POLICY DIGEST

Primary Monitoring Unit: AA/EEO and Title IX Officers
Initially Issued: June 9, 2003
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I. DEFINITIONS

ADA Coordinator. The University employee designated to oversee the comprehensive administration of this policy and to ensure institutional compliance with the Americans with Disabilities Act. The ADA Coordinator is Dr. Kyle Smith, located in the Mumphrey Center, Room 112, and he can be reached via email at stuaff@lsue.edu or via phone at 337-550-1219.

Employee. An individual who has accepted an offer of employment and is currently employed with the University.

Person with a Disability. An individual "who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." Major life activities and major bodily functions include "caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning. Impairments include alcoholism, blindness/visual impairment, cancer, cerebral palsy, deafness/hearing impairment, diabetes, drug addiction, epilepsy, heart disease, mental illness, intellectual disability, multiple sclerosis, muscular dystrophy, orthopedic or speech problems, or perceptual handicaps, such as dyslexia or developmental aphasia."

Prospective employee. An individual who has submitted an application for employment with the University but has not been offered and/or accepted an offer of employment.

Prospective student. An individual who has submitted an application for admission with the University for an upcoming semester/term but who has not registered for classes.

Student. An individual enrolled in classes for an upcoming or current semester/term.

II. GENERAL POLICY

The University shall ensure effective communication and provide equal opportunity to access University programs, services, activities, and facilities. The University shall not discriminate, harass, or retaliate against an individual requesting and/or receiving disability accommodations or for having a relationship or association with another individual with a known disability.

Accommodation requests should clearly state what accommodation is being requested, and the University representative charged with reviewing and approving/denying accommodations

requests should clearly communicate and document the rationale for decisions made for all submitted requests.

The ADA Coordinator is charged with the overall administrative responsibility for coordinating the delivery of disability accommodations and publishing institutional policies regarding them.

This policy shall be published in the [Academic Catalog](#), [Employee Handbook](#), and in other appropriate institutional publications.

III. POLICY FOR EMPLOYEES

LSU Eunice is committed to engaging in the interactive process of working with prospective and current employees to provide reasonable accommodations to individuals with a disability for the purposes of participating in the application and interview process, performing the essential functions of the job, providing equal opportunity to access the benefits and privileges of employment.

Accommodation Request Process for Employees.

Prospective and current employees submit requests for disability accommodations to Human Resources at hr@lsue.edu with the following:

- A. Identification of the nature and type of the disability related to the requested accommodation;
- B. Statement of the specific accommodation(s) being requested; and
- C. Verifiable third-party documentation from a qualified professional.

Human Resources reviews and shall respond to accommodation requests within ten (10) business days. Human Resources decisions may be made in consultation with the ADA Coordinator. Documentation of accommodation requests, approved/denied accommodations, rationale for approval/denial decisions, and other documentation related to accommodation requests for prospective and current employees is kept on file in the Human Resources office.

Grievance & Appeal Procedure for Employees.

The University is committed to the prompt resolution of complaints regarding decisions related to disability accommodations requests or alleging any action prohibited by the Americans with Disability Services Act. Prospective and current faculty who want to contest a decision of Human Resources related to disability accommodations request should follow LSU Eunice [Policy Statement 35](#): Faculty Grievance Procedure to request resolution. However, grievances related to disability accommodations do not require informal consultation as described in Section III of PS 35 and should begin with the University Grievance Committee as described in Section IV or the Formal Grievance Procedure for Faculty to the Chancellor as described in Section V

Prospective and current unclassified staff who want to contest a decision of Human Resources related to disability accommodations should follow LSU Eunice [Policy Statement 36](#): Grievance Procedure for Unclassified Staff to request resolution. However, grievances related to disability accommodations do not require informal consultation as described in Section III of PS 36 and

should begin with the Formal Grievance Procedure as described in Section IV. Classified staff who believe that they have been treated unfairly or denied due process related to a disability accommodations request should follow the grievance procedure provided in Section IV of PS 36, but they also have the right to follow the Grievance Procedure provided by the Louisiana Department of State Civil Service Procedure.

The decision of the Chancellor and/or the grievance committee concludes the appellate process.

IV. POLICY FOR STUDENTS

LSU Eunice is committed to engaging in the interactive process of working with prospective and current students to provide reasonable accommodations to persons with a disability for the purposes of ensuring equitable access and opportunity to pursue an education.

Accommodations Request Process for Students.

Students submit requests for disability accommodations to the Office of Disability Services (ODS) through procedures outlined on the Disability Services webpage at <https://www.lsu.edu/studentsuccess/disabilityservices.php>. The Executive Director of Library & Student Support Services or designee reviews and responds to accommodation requests no sooner than ten (10) business days prior to the first day of classes for the semester for which accommodations are being requested. Accommodation requests submitted after that date are reviewed and approved/denied within ten (10) business days of the date it is received by ODS. Documentation of accommodation requests, approved/denied accommodations, rationale for approval/denial decisions, and other documentation related to accommodation requests for prospective and current students is kept on file in the Office of Disability Services.

In order to fully serve the various needs of students with disabilities, the following provisions are in effect:

- A. No qualified student may be excluded from any course or any course of study solely on the basis of disability.
- B. Degree or course requirements, if determined to be restrictive, will be adapted to meet the needs of qualified students with disabilities. For post-secondary education purposes, qualified students with disabilities are defined as those "who meet the academic and technical standards requisite to admission or participation in the recipient's education program or activity."
- C. Prohibitive rules, such as those banning tape recorders from classrooms, are waived for qualified students.
- D. Auxiliary aids must be permitted in the classroom when they are required to ensure full participation of qualified students with disabilities.
- E. Alternative testing and evaluation for measuring achievement will be provided for students with impaired sensory, manual, or speaking skills (except where those specific skills are being measured).
- F. Classes will be relocated to the first floor, if possible, to permit access for students with

- 117 mobility impairments if such access cannot be reasonably achieved otherwise.
- 118 G. Reasonable efforts will be made to adapt special equipment or devices used in the
119 classroom (and, in some cases, teaching techniques that rely upon the sight, hearing, or
120 mobility of students) to individual needs and to assist qualified students in pursuing
121 resources provided by Vocational Rehabilitation or other organizations.
- 122 H. Students with disabilities should not be counseled to consider more restrictive careers
123 than careers recommended for non-disabled students unless such counsel is based on
124 strict licensing or certification requirements in a profession and is provided by a licensed
125 counselor.
- 126 I. Individuals with disabilities may refuse special accommodated services by filing a form
127 with the Executive Director of Library and Student Support Services or designee
128 explaining the revocation of services.

129 **Grievance & Appeal Procedures for Students.**

130 The University is committed to the prompt resolution of complaints regarding decisions related
131 to disability accommodations requests or alleging any action prohibited by the Americans with
132 Disability Services Act. Prospective and current students who want to contest a decision of the
133 Executive Director of Library & Student Support Services related to a disability accommodations
134 request should follow the procedures outlined in LSU Eunice [Policy Statement 8](#): Appeal
135 Procedures Available to Students.

136 For the purposes of appealing actions/decisions related to disability accommodations requests
137 or other provision of the Americans with Disability Services Act, the University employees below
138 will serve in the roles detailed in Policy Statement 8.

139 Step 1 Employee: Executive Director of Library and Student Support Services or
140 designee who made the original decision

141 Step 2 Administrator: ADA Coordinator (stuaff@lsue.edu)

142 Step 3 Administrator: Vice Chancellor for Academic Affairs & Provost

143 **V. SERVICE ANIMALS**

144 In order to fully serve the needs of all members of the campus community (students, faculty,
145 staff, and visitors), service animals will be permitted to accompany visually impaired, physically-
146 impaired, and individuals prone to allergic reactions and seizures in campus buildings. All other
147 animals (excluding those used for university teaching/research) are prohibited in campus
148 buildings.

149 **VI. SOURCE**

150 This policy is based on the [Americans with Disabilities Act of 1990, ADA Amendments Act of](#)
151 [2008](#) and [Section 504 of the Rehabilitation Act of 1973](#).