

Accommodating Students with Disabilities

1. Policy

a. DAU will attempt to provide reasonable accommodations and change a procedure or the physical environment when necessary for a legitimate medical or mental disability. DAU's Student Services may ask for documentation from a medical or health care professional competent in the appropriate field (i.e. a chiropractor can't diagnose a learning disability) to establish legitimacy of the disability.

b. DAU will also seek to provide necessary assistance to students with other special needs whose condition does not rise to a disability (e.g. sprained or broken limb, pregnancy, or pumping breast milk). *DAU is best able to accommodate special circumstances when the student submits an accommodation or special needs request in the automated registration system while registering for a course.*

c. If no request is identified during the registration process or in cases of insufficient time to respond, then DAU may not be able to provide appropriate assistance. If the student is waitlisted for the course and moves into an enrolled status within 14 days of the start date or is a walk-in, DAU will make every effort to ensure that any necessary accommodations will be provided. However, given the short lead time, such accommodations cannot be guaranteed in every case.

d. DAU does not provide personal tutors or assistants (before, during and after class) for students with documented medical disabilities attending classroom classes. Accommodations of that sort are the responsibility and cost of the employing agency.

2. Responsibilities

a. DAU is not responsible for reasonable accommodations necessary to facilitate student travel or assisting a student with continuous personal hygiene needs while attending a DAU course. Accommodations of that sort are the responsibility of the employing agency.

b. Instructor Led Training Courses

(1) Physical Disabilities. The student services representative of the respective hosting campus is responsible for arranging all DAU classroom-based course accommodations necessary to address a physical disability. If contracted services are required, the DAU Center for Scheduling and Student Support will support the campuses by arranging for coordination of reasonable accommodations and services.

(2) Learning Disabilities. The campus Associate Dean for Academics will work with the instructor to consider and make appropriate accommodations for students with documented learning disabilities. If a student has a documented learning disability but the documentation does not describe the accommodations that may be necessary, DAU may require the student to provide additional documentation or other verification to the Regional Student Services representative or the Center for Scheduling and Student Support (CSSS) that a particular accommodation is necessary. The student's supervisor can then confirm the accommodation.

Accommodating Students with Disabilities

c. Online Training Courses. The student is responsible for advising the DAU Help Desk if an impairment impedes access to the courseware online.

d. Component/Agency Hosted (On-Site). The CSSS or the Regional Student Services representative will notify the hosting agency of students requiring special accommodations. The hosting agency is responsible for working with DAU CSSS to coordinate the arrangement of appropriate accommodations. If required, DAU's Performance and Resource Management will provide necessary funding.

e. Students with non-disabling special needs. Students with non-disabling special needs should disclose that to DAU during the registration process. If a special need arises subsequent to registration, students should contact DAU at the earliest opportunity to request assistance. Although DAU will attempt to satisfy special needs requests in all appropriate circumstances, it is best able to do so when it has sufficient lead time to work out suitable solutions.