Florida A&M University
The President’s Office of Equal Opportunity

Equal Opportunity Programs
ADA Compliance Guide

For Assisting Disabled Students and Employees

August 2007
Introduction

Florida Agricultural and Mechanical University, through the President’s Office of Equal Opportunity Programs (EOP), wishes to assure all persons with disabilities that they are welcome on the campus. Persons with disabilities will find that the University offers the very best opportunities for educational growth and employment. It is the goal of the EOP Office to encourage the entire University community to embrace the diversity of our students and employees.

Accommodations are provided to meet the individual needs of persons with disabilities (faculty, staff and students) through the EOP Office and the Learning Development and Evaluation Center (LDEC). An application for assistance must be completed and on file in one of these offices in order to receive a reasonable accommodation.

We hope this guide will better define the role of the person with a disability and the provider of the accommodation. It is our hope that disabled students and employees will have an enjoyable and rewarding experience at Florida Agricultural and Mechanical University.

Americans with Disabilities Act (PL 101-336)

The Americans with Disabilities Act (ADA) of 1990 extends to individuals with disabilities comprehensive civil rights protection similar to those provided to persons on the basis of race, sex, national origin, and religion under the Civil Rights Act of 1964. Title III of the ADA prohibits discrimination on the basis of disability in places of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation. Title III also establishes accessibility requirements for new construction and alterations in places of public accommodation and commercial facilities.

Pursuant to the ADA, employees and students with disabilities shall have equal access to the benefits and privileges of employment and education at the University. It is the obligation of an individual with a disability to request a reasonable accommodation. A reasonable accommodation is any modification or adjustment to a job, an employment practice, or the work and/or school environment that makes it possible for an individual with a disability to enjoy an equal employment opportunity. A reasonable accommodation need not be the best accommodation available, as long as it is effective for the purpose. The University is not required to provide an accommodation that is primarily for personal use.

The Learning Development and Evaluation Center

The Learning Development and Evaluation Center (LDEC) at Florida A&M University provides unique and comprehensive services and accommodations to students with physical and learning disabilities who desire to pursue college level studies. Students with disabilities are entitled under federal and state guidelines to receive reasonable accommodations that will provide them with opportunities for success in their academic programs. The LDEC ensures that the University is compliant with these state and federal guidelines in providing these accommodations.
The Disabled Student's Rights and Responsibilities

Rights

• To not be denied access to services and buildings due to a disability.
• To receive reasonable accommodations that provides equal opportunity.
• To have access to auxiliary aids/assistive technology.
• To not be counseled toward "more restrictive career objectives."
• To receive assistance from the Learning Development and Evaluation Center (LDEC) in removing any physical, academic and attitudinal barriers.
• To not be discriminated against due to a disability or subjected to retaliatory discrimination.

Responsibilities

• To self-disclose at the disability services office, LDEC. (*The process for requesting academic accommodations is outlined in the following section.*)
• To provide documentation of a disability.
• To initiate a request for accommodations by providing certification of disability letter to faculty within the first two weeks of the semester.
• To provide a minimum of a two-week notice for major accommodation requests (special accommodations of equipment may need more time).
• To provide a two day notice to the instructor and the LDEC to request an alternate testing site in the LDEC.
• To assume responsibility for testing procedures and notifying faculty and LDEC accordingly.
• To provide for his/her personal independent needs or other disability related needs.
• To assume personal responsibility for meeting with faculty, requesting assistance through supplemental services and meeting university standards.

Faculty Member's Rights and Responsibilities

Rights

• **Taped Lectures** – It is the faculty member's right to request a written agreement before allowing the student to record the class.
• **Classroom Behavior** – All university students must adhere to the university code of conduct regardless of a disability. Infractions of this code should be directed to the Dean of Students in the Office of Student Affairs. If the student has been identified as a student with a disability, this information should be provided to the Dean to facilitate collaboration with the Director for Learning Development and Evaluation Center (LDEC) and University Judicial Services.

• **Alternative Testing** – Replicated research has been undertaken to determine the necessity of extended test-taking time and alternate testing sites for individual with disabilities. The LDEC will assist faculty members by providing these services.

• **Challenge Accommodations** – A faculty member has the right to challenge an accommodation request if she/he believes the student is not qualified, the accommodation would: (1) fundamentally alter an academic program/lower academic standards; (2) the institution is being asked to address a personal need; (3) poses a direct threat to the safety or health of others; (4) imposes an undue financial or administrative burden. Accommodation requests are based on documentation on file in the LDEC (if warranted, interim services are provided while documentation is being obtained).

**Responsibilities**

• **Shared Responsibility** – As an employee of Florida A&M University who has compliance obligations under federal laws, it is the responsibility of the faculty to assume a shared responsibility in providing reasonable accommodations for students with disabilities. The University is responsible for implementation of these accommodations and, as an employee, faculty are required to adhere to the policies and procedures.

• **Referral** – If a faculty member is notified by a student that she/ he has a disability or if the student brings a medical statement to the instructor, it is the faculty member's responsibility to refer the student, with his/her medical statement, to the LDEC. Also, if an instructor notices that a student is not performing up to standards and suspects there might be a learning disability, he/ she must also refer the student.

• **Disability Certification Request** – Faculty are not to provide academic adjustments under the guise of a disability unless there is a letter from LDEC certifying the student is qualified to receive services and the nature of the accommodations. Faculty members are encouraged to make additional recommendations for adjustments if they believe the student will benefit.
• **Syllabus Statement** – Each course syllabus should contain a Reasonable Accommodation statement. Please include one of the following sample statements or a similar one in each course syllabus.

  o All eligible students requesting academic accommodations due to a disability are encouraged to provide a letter of accommodations from LDEC within the first two weeks of beginning of classes, however, students can make requests at any time.
  o Students with a specific disability that qualifies for academic accommodations must provide a letter of certification from the LDEC.

**Academic Accommodation Request Process**

• Students are required to provide the LDEC with recent written documentation (i.e., within the last 3 years) of their disability from a licensed professional prior to receiving accommodations. Documentation must be written on official stationary or letterhead; documentation written on a prescription pad is not acceptable.

• Each semester, students must complete and return to the LDEC a Request for Accommodations Form (RAF). Students are encouraged to complete the form within the first two weeks of the semester. Students must also submit a current class schedule with the RAF.

• Once the RAF has been received, if approved, within 48 hours the LDEC will prepare individual Letters of Accommodations for each course. The letters are distributed via e-mail and interdepartmental mail to faculty members and academic deans.

• Students are expected pick-up copies of their Letters of Accommodation from the LDEC.

**Mobility Van Request Process**

Visitors, students, faculty, and staff who have mobility impairments or other disabling conditions that require mobility services must provide documentation from a licensed health care provider to the Learning Development and Evaluation Center (LDEC).

• All students, faculty, staff, and visitors must complete and submit a Mobility Van Request (MVR) form to the LDEC at least 10 days in advance of the requested services. Emergency situations are taken into consideration.
• Passengers should notify the LDEC in writing of any schedule changes at least 48 hours in advance.
• Pick-up times will vary from 15 to 20 minutes in advance due to other passengers with similar schedules.
• The maximum wait time for each pick-up is 10 minutes

**Warning: Confidential**

Students with disabilities are protected under the Family Educational Rights and Privacy Act (FERPA) and the Civil Rights Laws. A faculty member should never make any statements or implications that a disabled student is any different from the general student population. 

*Examples:*

• Do not ask the student to come to the classroom and then leave with the test in hand.
• Do not place the student in the hallway or any other obvious place to take an exam because you want to be close to them in case they have a question.
• Do not ask the student for documentation other than the letter from LDEC.
• Do not discuss the student's needs or accommodation other than in a private place.
• Do not make comparisons between students and their needs.
• Do not use a grading standard that is any different from the rest of the class.
• Do not give students with disabilities an advantage over the rest of the class; the idea of the law is to give equal access or equal opportunity provided through the recommended accommodations.

**Institutional/Disability Services Responsibilities**

• To prohibit discrimination against qualified individuals with disabilities.
• To reduce or eliminate physical, academic and attitudinal barriers.
• To provide reasonable accommodations.
• To maintain the strictest of student confidentiality.
• To assist the student in self-advocacy.
• To assist the student in problem-solving.
• To guide the student to possible resources that might assist him or her, whether it is on campus or networking in the community.
• To be sensitive to the individual personalities or students, whether it is in communicating their needs or an attempt to maintain dignity with a very difficult issue.
• To serve as liaison with faculty when a medical emergency necessitates an extended absence.
Examples of Discriminatory Acts Against Employees With Disabilities

Discriminatory acts against employees are defined as the failure on the part of the employer to take positive steps to employ and advance qualified individuals with disabilities.

Examples of Discriminatory Acts:

- Making a decision concerning employment under any program or activity that limits, segregates, or classifies applicants or employees in any way and adversely affects their opportunities or status because of a disability.

- Participating in a contractual or other relationship that has an effect of subjecting applicants or employees with qualified disabilities to discrimination. This includes relationships with employment and referral agencies, labor unions, organizations providing or administering fringe benefits to employees of the university, and with organizations providing training and apprenticeship programs.

- Failure to recruit, advertise, process applications for employment, hire, upgrade, promote, or award tenure to a disabled person on the basis of a disability.

- Failure to make reasonable accommodations for job assignments, job classifications, organizational structures, position descriptions, lines of progression, sponsored activities, including social or recreational programs, leaves of absence, unless the employer can demonstrate that the accommodation would impose an undue hardship.

- Failure to consider a person for selection of financial support for training, including apprenticeship, professional meetings, conferences, and any other related activities; terms, conditions, privileges of employment on the basis of a disability.
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
DISABLED STUDENT SELF-DISCLOSE FORM

Name: | Date:  
---|---

SS#: | Student ID (Assigned by FAMU) | Academic Program of Study:  
---|---|---

Local Address: Street | City | State | Zip Code  
---|---|---|---

Home Address: Street | City | State | Zip Code  
---|---|---|---

Home Telephone #: | Cellular Telephone #: | Email Address:  
---|---|---

Have you requested special admission consideration based on a disability?  □ YES  □ NO  

Please describe the nature of your disability/ies.  

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As a student with a disability, are you in need of specific equipment to assist you in continuing your education?  □ YES  □ NO  

To receive services/assistance, you must submit verification of your disability from a licensed professional. Documentation must be written on official stationary or letterhead and must be on file in Learning Development and Evaluation Center.  

AGENCIES OF WHICH YOU ARE A CLIENT  
(e.g. Division of Blind Services, Office of Vocational Rehabilitation, Veterans Administration)

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<tr>
<th>Agency's Name:</th>
<th>Date of Services:</th>
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</thead>
<tbody>
<tr>
<td>Address: Street</td>
<td>City</td>
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</table>

Counselors Name:  Telephone#  

<table>
<thead>
<tr>
<th>Agency's Name:</th>
<th>Date of Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street</td>
<td>City</td>
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</tbody>
</table>

Counselors Name:  Telephone#  

See reverse side for description of disabilities. Please indicate (P) for primary disability.
In order to provide services to disabled students, the University is asking for voluntary self-identification of students with a specific disability. This information will be kept confidential and will be used for the purpose of aiding you, the student, to achieve your fullest potential while enrolled in postsecondary education.

Please indicate whether you have one or more of the following disabilities which may require adaptation to the school environment or curriculum. In the case of multiple disabilities, please indicate with a "AP@ for primary disability.

( ) Hearing Impairment - A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000 HZ, ANSI, unaided, in the better ear. Examples include, but are not limited to, the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.

( ) Visual Impairment - Disorders in the structure and function of the eye as manifested by at least one of the following: (1) visual acuity of 20/70 or less in the better eye after the best possible corrections; (2) a peripheral field so constricted that it affects one=s ability to function in an educational setting; (3) a progressive loss of vision which may affect one=s ability to function in an educational setting. Examples include, but are not limited to, the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

( ) Physical Impairment (Musculoskeletal and connective tissue disorders, neuromuscular disorders) - Physically disabling conditions which may require an adaptation to one=s school environment or curriculum. Examples include, but are not limited to, the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, Cardiovascular Aneurysm (CVA), or head injury and spinal cord injury.

( ) Speech Impairment - Disorders or language, articulation, fluency, or voice which interferes with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include, but are not limited to, the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, aphasia.

( ) Specific Learning Disabilities - A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, reading, writing, spelling, or performing arithmetic calculations. Examples include: dyslexia, dysgraphia, dyscalculia, dysphasia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.

( ) Other Impairments - Please specify any other conditions that require an administrative or academic adjustment, such as: class schedules, parking and course adjustments and does not fit into any of the above categories: ____________________________

If you have any questions or need additional information, please direct inquiries to the name and address below:

Learning Development and Evaluation Center
Florida A&M University
667 Ardelia Court
Tallahassee, FL 32307-4900
(850) 561-2513 Fax
FLORIDA A&M UNIVERSITY
VOLUNTARY SELF-DISCLOSURE STATEMENT FOR PERSONS WITH DISABILITIES

Florida A&M University supports the purpose of the Americans with Disabilities Act (ADA) which prohibits discrimination against an individual on the basis of the individual's disability. The ADA defines an individual with a disability as one who:

1. Has a physical or mental impairment that substantially limits one or more of an individual's major life activities such as but not limited to caring for oneself, walking, seeing, hearing, speaking or working;
2. Has a record of such an impairment; or
3. Regarded as having such an impairment.

Disclosure of this information is voluntary, is considered confidential, and will be used solely to assist the University in providing accommodations. Appropriate hiring authorities will be informed of the information only on a need-to-know basis in order to address the reasonable accommodation request. If you prefer, this form may be submitted after you receive an offer of employment.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>SOCIAL SECURITY #:</th>
<th>TELEPHONE #:</th>
</tr>
</thead>
</table>

List the position title(s), position number(s) and job location(s) of the position(s) you are applying.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Position Number</th>
<th>Position Location</th>
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Please select and explain the nature of your disability(ies):

☐ Physical Impairment  ☐ Mental Impairment

Explanation:

_____________________________________________________________________

Please list any barriers or obstructions that may prevent access to or use of work space facilities.

_____________________________________________________________________

_____________________________________________________________________

Please attach any physician statement and/or official document pertaining to disability(ies) that may assist the institution in providing reasonable accommodations.

PLEASE RETURN REQUESTS TO:
Office of Equal Opportunity Programs
Florida A & M University
676 Aredelia Court
Tallahassee, FL 32311
850-599-3076 (telephone) 850-561-2998 (TDD)
850-561-2997 (fax)
# LEARNING DEVELOPMENT AND EVALUATION CENTER

## Academic Accommodation Request Form

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Student Number</th>
<th>Phone/Cell</th>
<th>Email Address:</th>
</tr>
</thead>
</table>

### COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Course #:</th>
<th>Class Section:</th>
<th>Days:</th>
<th>Class Time:</th>
</tr>
</thead>
</table>

### INSTRUCTOR INFORMATION

<table>
<thead>
<tr>
<th>Professor’s Name:</th>
<th>Professor Phone:</th>
<th>Professor Email:</th>
</tr>
</thead>
</table>

**YOU MUST ATTACH A CURRENT COURSE SCHEDULE**

### DISABILITY ACCOMMODATION REQUESTED FOR TERM:

#### TESTS:
- [ ] Test Readers
- [ ] Proofed Test Essays
- [ ] Change of Test Format
- [ ] Extended Time for Tests & Quizzes

#### COURSEWORK:
- [ ] Modified Course Requirements
- [ ] Modified Course Assignments
- [ ] Extended Course Requirements

#### LECTURE:
- [ ] Allowed to Record Lectures
- [ ] Reserved Front Seating
- [ ] Classroom Accommodation (specify)

#### OTHER:  
(Please Specify)

#### LDEC:
- [ ] Tutor
- [ ] Essay Proof Reader
- [ ] Note Taker
- [ ] Test Proctor
- [ ] Reader
- [ ] Assistive Technology
  - [ ] Calculator
  - [ ] Large Text Reader
  - [ ] Micro Recorder
  - [ ] Quicktionary
  - [ ] Reading / Writing Enhancers

Approved accommodations will be based upon documentation of disability(ies) on file with LDEC, and will include recommendations documented in the most recent psycho-educational evaluation.

**Student Signature** ____________________________  **Date:** ____________________________

**PLEASE RETURN REQUESTS TO:**

Learning Development and Evaluation Center  
Florida A&M University  
667 Ardelia Court  
Tallahassee, FL 32307-4900  
(850) 561-2513 Fax
LEARNING DEVELOPMENT AND EVALUATION CENTER
MOBILITY ACCESS VAN REQUEST FORM

Please Check One:

☐ Student ☐ Visitor ☐ Faculty ☐ Staff

Name: ____________________________________________

Address: ____________________________________________

Telephone Number: ________________________________

E-mail Address: ________________________________

Type of Disability: ________________________________

In case of an emergency, contact: ________________________________

Is your condition temporary? ☐ YES ☐ NO

If yes, when is your recovery date? ________________________________

Do you have any of the following aids for mobility?

☐ Manual Wheelchair ☐ Power Wheelchair ☐ Power Scooter
☐ Cane ☐ Crutches ☐ Guide Dog
☐ Personal Assistant ☐ Other

I hereby certify that the information provided is true and correct. I agree to abide by all of the rules and regulations of the LDEC Mobility Van. I further understand that any false statements made on this request form, may revoke all privileges with the LDEC Mobility Van.

Signature_________________________ Date__________________

Approved By: ___________________________ Date__________________

LDEC Administrator

PLEASE RETURN REQUESTS TO:
Learning Development and Evaluation Center
Florida A&M University
667 Ardelia Court
Tallahassee, FL 32307-4900
(850) 561-2513 Fax
CONTACT INFORMATION

All employees and students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must complete a Voluntary Self-Disclosure Statement and provide official documents pertaining to the following offices:

EMPLOYEES:

Carrie M. Gavin, Director
William Adams, ADA Coordinator
Florida A&M University
Office of Equal Opportunity Programs (EOP)
676 Aredelia Court
Tallahassee, FL 32311
850-599-3076 (telephone)
850-561-2997 (fax)
850-561-2998 (TDD)

STUDENTS:

Dr. Nathaniel Holmes, Director
Florida A&M University
Learning Development and Evaluation Center (LDEC)
667 Ardelia Court
Tallahassee, FL 32311
850-599-3180 (telephone/TDD)
850-561-2513 (fax)