



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

KYSU Online Disability Accommodations Policy

VOLUME, SECTION & NUMBER:

1.3.12

ENTITIES AFFECTED:

Online Students

Online Faculty

ADMINISTRATIVE AUTHORITY:

Office of General Counsel

Office of Accessibility and Disability Services

Office of the Provost/Vice President for Academic Affairs

Office of Online Education

APPROVED BY:

The Office of Online Education

The Kentucky State University Board of Regents

EFFECTIVE DATE:

7/1/2024

PURPOSE:

KYSU Online is committed to providing an accessible and inclusive learning environment to all students. This policy is meant to ensure that all students with disabilities have equal access to educational opportunities and are not discriminated against on the basis of their disabilities. The policy outlines the responsibilities of faculty and staff members to provide reasonable accommodations to students with disabilities. It provides guidance for compliance with legal requirements and best practices for disability accommodations.

POLICY STATEMENT:

All faculty and staff members at Kentucky State University must provide reasonable accommodations to students with disabilities to ensure equal access to educational opportunities. Faculty and staff must take proactive steps to facilitate accommodations for students with disabilities, including providing accessible course materials, collaborating with the Office of Accessibility and Disability Services, and



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maintaining privacy and confidentiality. Compliance with this policy is essential to ensure that KYSU Online follows relevant laws and regulations related to disability accommodations and to promote equal access to educational opportunities for all students.

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, students with disabilities are entitled to reasonable accommodations that allow them to participate in all aspects of university life. Such accommodations may include but are not limited to:

- Accessible course materials, such as alternative text formats and captioned videos
- Accommodations during exams, such as extended time, a quiet testing environment, or the use of assistive technology
- Accessible classroom and lab spaces, such as wheelchair ramps and accessible furniture
- Access to assistive technology and software, such as screen readers and speech recognition software
- Other reasonable accommodations as determined on a case-by-case basis.

ROLE OF ONLINE FACULTY AND STAFF:

Faculty and staff must take proactive steps to facilitate accommodations for students with disabilities.

If you have any questions about disability accommodations or the university's policies and procedures, please contact the Office of Accessibility and Disability Services.

PROCEDURES:

Procedures for implementing the Policy Statement on Disability Accommodations at Kentucky State University are as follows.

1. **Requesting Accommodations:** Students with disabilities who require accommodations should contact the Office of Accessibility and Disability Services (DSO) as soon as possible to request accommodations. They may be required to provide documentation of their disability.
2. **Reviewing Requests:** The DSO will review each request for accommodations and determine what accommodations are reasonable and appropriate. The DSO will work with the student and their instructors to determine the best accommodations.
3. **Notifying Instructors:** The DSO will notify the student's instructors of the accommodations that have been approved for the student. Instructors are not authorized to give accommodation without the DSO first approving the student's request.
4. **Providing Accommodations:** Instructors are responsible for providing the accommodations approved by the DSO. They should work with the DSO to ensure that the accommodations are provided in a timely and appropriate manner.



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5. **Maintaining Confidentiality:** Instructors must maintain the confidentiality of students with disabilities and their accommodations. They should not discuss a student's disability or accommodations with anyone without the student's permission.
6. **Evaluating Accommodations:** Instructors should evaluate the effectiveness of the accommodations provided to students with disabilities and work with the DSO to make any necessary adjustments.
7. **Reviewing Procedures:** The university will periodically review these procedures to ensure that they are effective and compliant with legal requirements and best practices.

RESPONSIBILITY:

The following individuals or departments have responsibilities for implementing this policy:

Faculty and Staff Members:

Faculty and staff members are responsible for understanding and complying with this policy statement to provide reasonable accommodations to students with disabilities. They must take proactive steps to facilitate accommodations for students with disabilities, including providing accessible course materials, collaborating with the Office of Accessibility and Disability Services, and maintaining privacy and confidentiality.

Subject Matter Experts and Instructional Designers

Subject Matter Experts should include a statement about disability accommodations in the course syllabus. Below are recommended statements to include in the course syllabi.¹ SMEs should ensure that all course materials and activities are accessible to students with disabilities. It's crucial to consider the accessibility of an online course before students request accommodations. Meeting legal obligations to ensure that audio content is captioned and that posted files and linked sites are compatible with text screen readers may take time. If a SME or Instructional Designer needs help making an online course accessible, please contact the Office of Disability Service at (502) 597-6041. For assistance with accommodations for an online class, the Office of Online Education can be reached at (502) 597-6238.

Online Faculty

Online faculty should respond promptly and respectfully to all requests for accommodations. Keep in mind that anyone with a hearing or visual impairment or a reading disability may enroll in a course at any time up to the add/drop deadlines. Online faculty should collaborate with the Office of Accessibility and Disability Services to determine appropriate accommodations for each student. They should provide accommodations during exams and other assessments as needed. Instructors should maintain the privacy and confidentiality of students' disability-

¹ These recommended statements come from <https://www.kysu.edu/academics/disability-svcs/faculty-resources-for-working-with-students-with-disabilities.php>



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related information. See the list of “Faculty Resources for Working with Students with Disabilities” page for frequently asked questions and additional information.²

The Office of Online Education:

The Director of Online Education, Program Coordinators, and other administrators are responsible for ensuring that faculty and staff members in their departments are aware of and comply with this policy statement. They must provide support and resources to faculty and staff members to facilitate accommodations for students with disabilities.

Office of Accessibility and Disability Services:

The Office of Accessibility and Disability Services is responsible for coordinating disability accommodations for students. This includes evaluating requests for accommodations, determining appropriate accommodations, and working with faculty and staff members to ensure that accommodations are provided.

Office of Legal Affairs:

The Office of Legal Affairs is responsible for ensuring that the university is in compliance with legal requirements related to disability accommodations. This includes monitoring changes in relevant laws and regulations and updating this policy statement as necessary.

ENFORCEMENT:

Faculty and staff members who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment. The university will investigate all complaints of noncompliance and take appropriate action to address any violations of this policy.

Students with disabilities who believe that a faculty or staff member has failed to provide reasonable accommodations may file a complaint with the Office of Accessibility and Disability Services. The Office of Accessibility and Disability Services will investigate the complaint and take appropriate action to address any violations of this policy.

The university encourages open communication between faculty and staff members, students, and the Office of Accessibility and Disability Services to address any issues related to disability accommodations promptly and effectively.

REVIEW AND REVISION:

Kentucky State University will periodically review and revise this policy statement to ensure that it remains in compliance with legal requirements and best practices for disability accommodations. The following steps will be taken to review and revise the policy statement:

1. The Office of Legal Affairs will monitor changes in relevant laws and regulations related to disability accommodations and recommend any necessary updates to this policy statement.

² <https://www.kysu.edu/academics/disability-svcs/faculty-resources-for-working-with-students-with-disabilities.php>



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2. The Office of Accessibility and Disability Services will regularly review this policy statement and recommend any necessary revisions to ensure that it reflects current best practices for disability accommodations.
3. The Office of Online Education, SMEs, Program Coordinators, Online Faculty, and other stakeholders will be consulted as part of the review and revision process to ensure that the policy statement reflects the needs and concerns of the university community.
4. The revised policy statement will be disseminated and posted on the university's website.

RELATED PROCEDURES:

KYSU Online syllabi and assignment instructions are maintained by the course Subject Matter Expert (SME). The SME and other online faculty will collaborate to ensure that the appropriate policy statements regarding the KYSU Online Disability Accommodations Policy are included in the syllabi and assignment instructions. Below are recommended statements for use in KYSU Online syllabi.

Americans with Disabilities Act (ADA)

In compliance with the ADA, all students with a documented disability are entitled to reasonable accommodations and services to support their academic success and safety. Though a request for services may be made at any time, services are best applied when they are requested before the start of the semester. To receive accommodations and services the student should immediately contact The Office of Disability Services at: (502) 597-6041.

Disability Consultation Services

The Office of Disability Services is available to discuss your referrals, to clarify how to provide a requested accommodation, and to assist you in finding solutions to related problems. Upon request, the Office of Disability Services provides information on disability-related topics to academic departments and campus organizations. To schedule, call (502) 597-6041.

Campus Safety Statement

Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation.

DEFINITIONS:

N/A

RELATED POLICIES/DOCUMENTS:

Disability Documentation Guidelines for Students: Disability Services³

³ <https://www.kysu.edu/academics/disability-svcs/disability-documentation-guidelines-for-students.php>



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Faculty Resources for Working with Students with Disabilities⁴

Interim Policy on Service Animals and Emotional Support Animals (6.1.2)⁵

STATUTORY OR REGULATORY REFERENCES:

Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of disability in all areas of public life, including education. The ADA requires universities to provide reasonable accommodations to students with disabilities to ensure equal access to educational opportunities.

Section 504 of the Rehabilitation Act

Section 504 prohibits discrimination on the basis of disability in any program or activity that receives federal funding. Section 504 requires universities to provide reasonable accommodations to students with disabilities to ensure equal access to educational opportunities.

Higher Education Opportunity Act (HEOA)

The HEOA requires universities to provide accessible course materials to students with disabilities. This includes providing alternative text formats and captioned videos.

Web Content Accessibility Guidelines (WCAG)

The WCAG provides standards for making web content accessible to people with disabilities. The WCAG requires universities to ensure that all online course materials and activities are accessible to students with disabilities.

POLICY OWNER/INTERPRETING AUTHORITY:

The Office of Accessibility and Disability Services

The Office of Online Education

DOCUMENT DATE AND VERSION:

5/25/2024 – 2024.05.25_KYSU_Online Disability Accommodations Policy_v4.docx

⁴ <https://www.kysu.edu/academics/disability-svcs/faculty-resources-for-working-with-students-with-disabilities.php>

⁵ <https://www.kysu.edu/documents/accessibility-disability-services/Interim-ESA-Policy-2023.pdf>