



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

---

#### **POLICY TITLE:**

**Section 504/ADA Student Accommodations**

#### **APPLIES TO:**

**Students (Dual-Credit, Undergraduate, Graduate, and Credential-Seeking)  
Prospective Students**

#### **ADMINISTRATIVE AUTHORITY:**

**Office of Accessibility and Disability Services (OADS)  
Office of the Vice Provost of Student Affairs**

#### **APPROVED BY:**

**President Koffi C. Akakpo (Interim Approval)**

#### **EFFECTIVE DATE:**

**June 23, 2025**

#### **EXPIRATION DATE:**

**Six Months from Effective Date**

---

#### **POLICY STATEMENT:**

Kentucky State University (KSU) is committed to providing an inclusive, accessible learning environment and to ensuring that no qualified student with a disability is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any academic, extracurricular, research, occupational-training, or other post-secondary program or activity. Consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008, KSU will furnish reasonable accommodations, academic adjustments, and auxiliary aids and services that enable qualified students with disabilities to access and fully engage in KSU programs and activities.

#### **DEFINITIONS:**

##### **Auxiliary Aids and Services**

Examples include, but are not limited to, sign-language interpretation, CART, note-takers, assistive learning

devices, alternative text formats, captioning, and adaptive technology.

### **Disability**

A physical or mental impairment that substantially limits one or more major life activities; a record of such impairment; or being regarded as having such an impairment (per 29 U.S.C. § 705 and 42 U.S.C. § 12102).

### **Interactive Process**

A collaborative dialogue between OADS staff and the student (and, when appropriate, faculty or other units) to identify functional limitations and determine reasonable accommodations.

### **Qualified Student with a Disability**

A student who (1) meets the academic and technical standards requisite to admission or participation and (2) has a disability as defined above.

### **Reasonable Accommodation/Academic Adjustment**

Modification to policies, practices, or procedures; provision of auxiliary aids or services; or other support that affords a student with a disability equal opportunity to attain the same level of performance or enjoy equal benefits and privileges of university life.

### **Section 504/ADA Coordinator**

Individual designated by KSU to oversee compliance with Section 504 and ADA for students. The individual is a member of the OADS.

## **PROCESS:**

### **Requesting Accommodations**

- Students seeking accommodations must submit an accommodation request form and supporting documentation to OADS staff. Forms are available on the OADS webpage and in the OADS office.
- Incoming students are encouraged to submit request as early as possible to allow for review and coordination.

### **Documentation Guidelines**

- Documentation should describe the functional limitations imposed by the disability and the expected impact in an academic environment.
- Determinations regarding the adequacy of documentation rest with OADS staff.

### **Interactive Process & Determination**

- OADS staff engage the student in an interactive process to clarify needs and identify reasonable accommodations.

- Written accommodation letters are issued to the student and relevant faculty and staff. Letters specify approved accommodations but do not disclose diagnostic information.

### **Implementation**

- Students are responsible for providing each instructor a copy of the accommodation letter and discussing implementation logistics.
- Faculty must provide the listed accommodations and consult OADS staff if questions arise.

### **Temporary Injuries or Conditions**

- Students experiencing temporary conditions (e.g., broken limb, concussion) may request short-term accommodations through the OADS.

### **Housing & Dining Accommodations**

- Requests impacting KSU housing or dining must be submitted to the OADS, which will coordinate with Residence Life and Dining Services staff.

### **Program Accessibility & Barrier Removal**

- KSU strives to ensure that all academic programs are accessible. Physical or technological barriers should be reported to OADS or Facilities Management.

### **Confidentiality**

- Disability-related information is maintained separately from academic records and shared only on a need-to-know basis.

### **Grievance/Appeal**

- Students who believe accommodations were improperly denied or implemented may file a grievance with the Section 504/ADA Coordinator.
- If unresolved, students may appeal to the Vice Provost for Student Affairs or file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR).

## **REFERENCES AND RELATED MATERIALS:**

- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; 34 C.F.R. Part 104
- Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. § 12101 et seq.
- ADA Amendments Act (ADAAA) of 2008
- Title II ADA Regulations, 28 C.F.R. Part 35
- OADS Documents

## **CONTACTS:**

Subject	Office	Telephone	E-mail
Policy Questions	Student Affairs	(502) 597-6283	<a href="mailto:Stephanie.Mayberry@kysu.edu">Stephanie.Mayberry@kysu.edu</a>
Accommodations	OADS	(502) 597-6041	<a href="mailto:Philip.Clay@kysu.edu">Philip.Clay@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	June 2025	Zach Atwell

---