

Kean University

## Kean Digital Learning Commons

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Evidence Inventory

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2020

### Disability Service

Kean University

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**Every student with a documented disability at Kean University has the right to:**

- Equal access to courses, programs, services, jobs, activities and facilities offered at Kean University.
- Reasonable and effective accommodations as determined for each individual, including academic adjustments and/or auxiliary assistance and services.
- Appropriate confidentiality of all information regarding the disability and a choice as to whom, outside of Kean University, information about the disability may be disclosed, except as disclosures are required or permitted by law.
- Information and evaluations available in alternative formats, based on his or her ability.
- Appeal the institution's decisions concerning accommodations. This may be done by following the procedures outlined in the Complaint and Grievance procedure of the Student Manual.

**Every student with a disability has the responsibility to:**

- Provide documentation that verifies the disability, functional limitations and the need for accommodations.
- Meet qualifications and maintain essential institutional standards for classes, programs, services, jobs, activities and facilities.
- Follow procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary assistance and services as soon as relevant course information is available.

- Self-Identify as an individual with a disability when an accommodation is necessary and to seek information, tutoring, counseling, and assistance as necessary.

**Kean University has the right to:**

- Maintain academic standards.
- Identify and establish essential functions, abilities, skills, knowledge, and standards for courses, programs, services, jobs, activities, and the use of facilities; and to evaluate students on this basis.
- Request and receive, through the Office of Disability Services, current documentation (generally three to five years) that supports the request for accommodations, academic adjustments, and/or auxiliary assistance and services.
- Deny any request for accommodations, academic adjustments, and/or auxiliary assistance and services if the individual fails to provide appropriate documentation in a timely manner, or if the documentation provided demonstrates that the request is not warranted.
- Select among equally effective accommodations, adjustments, and/or auxiliary assistance and services in consultation with the student.
- Refuse an accommodation, adjustments, and/or auxiliary assistance and services as unreasonable.

**Every Faculty Member Has the Responsibility to:**

- Assure the confidentiality of all information regarding students with disabilities.

- Discuss with the Office of Disability Services any concerns related to the accommodation(s) or arrangements that have been requested by the student during their initial contact.
- Determine the conditions under which an exam is to be administered (e.g., open book, use of notes, computer with word processor that includes spell check, formula sheet, calculator, scrap paper, dictionary).
- Provide appropriate accommodations to students who have provided a current Verification of Accommodations form, either personally or by making arrangements with the Office of Disability Services.
- Assure the timely delivery of the exam, along with all necessary instructions and materials for proper administration, if a student's exam is to be administered out of class.