



## Procedures for TCU Student Access and Accommodation

### UNIVERSITY COMPLIANCE:

Texas Christian University complies with the Americans with Disabilities Act, as amended, and with Section 504 of the Rehabilitation Act of 1973 regarding postsecondary students with disabilities. TCU has designated Student Access and Accommodation (SAA) as the office responsible for determining eligibility for students seeking disabilities-related auxiliary aides, services, and/or accommodations.

- ▶ No otherwise qualified individual will be denied access to or participation in the services, programs, and activities of TCU solely on the basis of a disability.
- ▶ The University will provide equitable access through reasonable services/accommodations for each eligible student who (a) has a physical or mental impairment that substantially limits a major life activity, (b) has a record or history of such impairment, or (c) is regarded as having such impairment.
- ▶ Student Access and Accommodation (SAA) is located in The Harrison, office 1200. Texas Christian University designates professionals in the SAA office to meet with students and to receive and review documentation in consideration of eligibility and requests for service/accommodations. Appointments are available upon request by calling 817.257.6567.
- ▶ The Student Access and Accommodation office at TCU requires five working days (or two weeks if greater than 10 pages) following the receipt of the Student Record Request Form to release any releasable, confidential, student disability records to the student. Students must also present a copy of the picture ID (TCU or state) as part of their request. Incomplete information may delay your request.

### APPLICATION:

- ▶ To apply for accommodations, each eligible student must present to Student Access and Accommodation verifiable, professional documentation and/or assessment reports that meet the University's official guidelines.
- ▶ The student will participate in an Intake Interview and will complete an Intake Packet that includes the *Procedures for TCU Student Access & Accommodation* form, an *Acknowledgment of Receipt of Procedures for TCU Student Access & Accommodation*, and the *Release of Information* form.
- ▶ Information concerning a student's disability is treated in a confidential manner in accordance with University policies as well as applicable federal and state laws.
- ▶ Documentation presented to Student Access and Accommodation will be reviewed by appropriate University professional(s) to verify the existence of a disability and to consider disabilities-related requests.
- ▶ Each student's application is handled on an individualized, case-by-case basis.
- ▶ Further documentation may be required to substantiate the need for an accommodation or to assist the University in determining appropriate services/accommodations.

## ACCOMMODATIONS, SERVICES, and RESPONSIBILITIES

- ▶ Eligible students seeking services/accommodations should contact Student Access and Accommodation prior to or early in the academic term for which they are seeking accommodations.
- ▶ The Housing and Residence Life office will be notified of approved accommodations related to housing and dietary needs. Housing accommodations must be requested annually.
- ▶ For approved disabilities-related services/accommodations, the office will prepare eligibility notification for the student's faculty members concerning specific, reasonable academic accommodations.
- ▶ The student is responsible for requesting accommodation notification each semester they would like to use their accommodations. Notification of accommodations will be sent via TCU email to the student and faculty after requested by the student. It is the student's responsibility to confer with faculty members regarding their accommodations and to determine a plan for implementation.
- ▶ Accommodations take effect once the student and faculty members receive the accommodation notification and the student conferences with each faculty member(s). Please allow faculty a minimum of one week to arrange for testing accommodations.
- ▶ Accommodations are NOT retroactive.
- ▶ The SAA office is available to consult with the student and with University faculty and staff to ensure delivery of appropriate support services.
- ▶ The SAA office may serve as a liaison between the student and the faculty member as needed.

## APPEALS:

- ▶ Students who wish to appeal a decision regarding appropriate accommodations will do so in writing to the **Senior Advisor to the Chancellor for University Culture or their designee**, at The Harrison 1807 TCU Box 298980, phone 817-257-8228, or via email to [j.ba@tcu.edu](mailto:j.ba@tcu.edu), who will decide the appeal. Appeals must be made within 10 business days of the day the student is notified of the decision.
- ▶ At any step during such an appeal, the person requesting the appeal may confidentially consult with appropriate professionals/advisers within or outside the University.

## CONTACT INFORMATION:

- ▶ Student Access and Accommodation's mailing address:
  - Texas Christian University, TCU Box 297008, Fort Worth, TX 76129.
- ▶ Student Access and Accommodation is located in The Harrison, office 1200.
- ▶ The SAA phone number is 817.257.6567.
- ▶ The fax number is 817.257.5358.
- ▶ Web address is [www.tcu.edu/access-accommodation](http://www.tcu.edu/access-accommodation).
- ▶ The email address is [studentaccommodation@tcu.edu](mailto:studentaccommodation@tcu.edu).
- ▶ Office Hours are 8AM - 5PM, Monday - Friday.