

Procedures for TCU Students with Disabilities

❖ 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 Disability Services (DS) as the office responsible for determining eligibility for students seeking disabilities-related auxiliary aides, services, and/or accommodations.

- No otherwise qualified individual shall be denied access to or participation in the services, programs, and activities of TCU solely on the basis of a disability.
- The University shall 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 Disability Services is located on the lower level of Sadler Hall, Room 1010. Texas Christian University designates professionals in the DS 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.

❖ DOCUMENTATION:

- To apply for accommodations, each eligible student must present to Student Disability Services 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 Students with Disabilities* form, an *Acknowledgement of Receipt of Procedures for TCU Students with Disabilities*, a *Release of Information* form, and the *Student Application to Request Accommodations and Services* forms.
- 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 Disability Services shall 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 Disability Services prior to or early in the academic term for which they are seeking accommodations.
- Approved requests for accommodations in Housing and Residence Life (HRL), including Dining Services, shall be addressed in a Letter of Housing Accommodations sent to the HRL Director's Office.
- For approved disabilities-related services/accommodations, the Disabilities Office shall prepare letters to the student's faculty members concerning specific, reasonable academic adjustments.
- The student is responsible to promptly deliver accommodation letters, to confer with faculty members, and to return signed Verification Forms to the Student Disability Services Office in Sadler Hall, Room 1010.
- Accommodations take effect once the student delivers accommodation letters to and conferences with each faculty member(s). Please allow faculty a minimum of one week to arrange for testing accommodations.
- Accommodations are NOT retroactive.
- The DS Office is available to consult with the student and with University faculty and staff to ensure delivery of appropriate support services.
- The DS Office may service as a liaison between the student and the faculty member as needed.

❖ APPEALS:

- Students who wish to appeal a decision regarding appropriate accommodations shall do so in writing to the **Chief Inclusion Officer and his/her designee**, who shall decide the appeal.
- 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 Disability Services mailing address: Texas Christian University, TCU Box 297710, Fort Worth, TX 76129.
- The DS phone number is (817) 257-6567.
- Student Disability Services is located in Sadler Hall, Room 1010.
- The fax number is 817.257.5358.
- Web address is www.tcu.edu/disabilityservices.
- The email address is DisabilityServices@tcu.edu.
- Office Hours are 8AM – 5 PM, Monday – Friday.