

Accessibility Services Registration Policy

Capital University welcomes individuals with disabilities to be an integral part of the University community. To ensure access, and in accordance with Title III of the Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973, Accessibility Services provides reasonable accommodations and support services to qualified individuals with disabilities.

Accessibility Services' (AS) mission is to coordinate reasonable accommodations and support services to ensure equal access at Capital University for qualifying students. Service areas include admissions, academics, housing, facilities accessibility, and social/personal issues related to disability. Students seeking accommodations must register with Accessibility Services.

Definitions

- 1) **Disability**- An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities.
- 2) **Reasonable Accommodation**- Appropriate adjustment of environment, program, service, activity, or equipment that allows an individual with a disability equal opportunity to participate in academic programs and university life.
- 3) **Unreasonable Accommodation**- Accommodations are not reasonable if (1) making the accommodation or allowing participation poses a direct threat to the health or safety of others; (2) making the accommodation means a substantial change in an essential element of the curriculum or a substantial alteration in the manner in which services are provided; (3) it poses an undue financial or administrative burden.

Accessibility Services values an interactive and collaborative process as we work with students and to establish services. Students seeking accommodations are required to complete the AS registration process. The information gleaned from the request form, documentation, and the student's self-report aids AS in verifying the presence of a qualifying disability and identifying a clear nexus between the functional impact of the student's disability and/or barriers in the university setting and accommodations necessary for equal access. Accommodation requests are evaluated on a case-by-case basis.

Students can register with AS at any time. Academic and housing accommodation determinations are made for registered Capital University students or students residing in campus housing. Timely submission of the Accommodation Request Form and documentation is essential to ensure implementation of reasonable accommodations and support services. Accessibility Services cannot grant retroactive accommodations. Therefore, academic accommodations should be requested at least six

weeks prior to the start of the semester. Housing accommodations should be requested at least six weeks prior to the housing accommodation deadline established by Accessibility Services and Residential and Commuter Life.

Registration Process

1. To initiate a request for accommodations, new students should complete the [Public Accommodation Request Form](#) or previously registered students who wish to request new accommodations or changes to their currently approved accommodations should submit an “Additional Accommodation Request” on [Accommodate](#).
 - a. Describe the nature of your disability.
 - b. Explain the impact of your disability in the university setting.
 - c. List any past accommodations in academic, employment, or high-stakes testing situations.
 - d. Describe the accommodations requested.
 - e. List the documents you will submit in connection with your request.
2. Submit documentation by a qualified, licensed professional to verify the presence and functional impact of a qualifying disability. Students are encouraged to initiate the request process even when there may be a delay in securing documentation or if there are questions about the type of documentation required (See Accessibility Services Documentation Policy).
3. Students who submit the request form will meet with an AS staff member to engage in an interactive process regarding the accommodation request.
4. Students will receive written notification of the accommodation determination to their Accommodate portal and a notification will be sent to their University email address. Each request is considered on a case-by-case basis and accommodations are determined based on the reasonableness and an individual’s need for equal access at Capital University.
 - a. Bexley Campus Students
 - i. Academic Accommodations: Students approved for academic accommodations will receive a letter on Accommodate. Students must submit a “Semester Instructor Notification Request” on Accommodate each semester prior to the start of the classes.
 - ii. Housing Accommodations: Students approved for housing accommodations will receive a letter on Accommodate. Notice of approval will also be sent to Residential and Commuter Life.
 1. Students who wish to request renewal of their housing accommodations, must complete an “Additional Accommodation Request” on Accommodate each year prior to the housing accommodation deadline as determined by Accessibility Services and Residential and Commuter Life.
 - b. Law School Students
 - i. Academic Accommodations: Students approved for academic accommodations will receive a letter on Accommodate. Law School Student Affairs will be notified of

students with approved testing accommodations. For approved classroom accommodations, students must submit a “Semester Instructor Notification Request” on Accommodate each semester prior to the start of the classes.