

SERVICES FOR STUDENTS WITH DISABILITES AT MIAD

OVERVIEW ..... 1

    RIGHTS OF STUDENTS WITH DISABILITIES ..... 2

    RESPONSIBILITIES OF STUDENTS WITH DISABILITIES ..... 2

POLICIES & PROCEDURES ..... 3

    PROCEDURE FOR OBTAINING ACCOMMODATIONS FOR DISABILITIES ..... 3

    GRIEVANCE POLICY & PROCEDURES FOR INDIVIDUALS WITH DISABILITIES ..... 4

    STUDENTS WITH DISABILITIES/SPECIAL NEEDS PARTICIPATING IN INTERNATIONAL STUDY PROGRAMS ..... 6

Overview

MIAD provides students with disabilities reasonable and appropriate accommodations. Any students with a disability, whether physical, learning, sensory, or psychological, are encouraged to contact MIAD’s Student Accessibility Counselor, Becky Skupien. Becky’s office is Room RL95. The student must meet with the Student Accessibility Counselor before they can obtain accommodations for their disability.

MIAD complies with the *American’s with Disability Amended Act (2008)* and *Section 504 of the Rehabilitation Act (1973)*. MIAD does not discriminate against any qualified individual solely by reason of disability. MIAD ensures non-discrimination through program accessibility, equal opportunity, and full participation in programs, activities, and services.

A summary of MIAD’s policies and procedures for students with disabilities follows. For complete information on how to document a disability, how to initiate academic accommodations and how to initiate a grievance process, see the Student Accessibility Counselor, Becky Skupien (Room RL95) for an explanation of the written procedures.

Confidentiality: All disability documentation will be treated as confidential medical information; it will be stored in secured files, and will be released only with the student’s informed and written consent.

## Rights of Students with Disabilities

- Students with disabilities have the right to reasonable and appropriate accommodations for their disability that will afford them equal opportunities.
- Students with disabilities have the right to equal access to an education and to employment opportunities.
- Students with disabilities have the right to privacy and confidentiality.
- Students with disabilities have the right to equal and fair treatment.
- Students with disabilities have the right to a grievance procedure for disability related complaints.

## Responsibilities of Students with Disabilities

- Students with disabilities will adhere to MIAD's policies and procedures for individuals with disabilities obtaining and utilizing academic accommodations.
- Students with disabilities must be their own advocates.
- Students with disabilities must notify the Student Accessibility Counselor of their disability early in their academic careers at MIAD.
- Students with disabilities must meet privately with the Student Accessibility Counselor to determine reasonable and appropriate accommodations.
- Students with disabilities must provide the Student Accessibility Counselor documentation of their disability and disclose pertinent information regarding their disability.
- Students with disabilities must meet privately with faculty and supervisors to discuss accommodations (not their disability).
- Students with disabilities must seek tutoring as needed.
- Students with disabilities must initiate services in a timely manner.

## Policies & Procedures

### Procedure for Obtaining Accommodations for Disabilities

*First*, the student must notify the Student Accessibility Counselor, Becky Skupien (Room RL95, [rebeccaskupien@miad.edu](mailto:rebeccaskupien@miad.edu) phone: 414.847.3347) of their disability.

*Next*, schedule a private conference with the Student Accessibility Counselor to determine reasonable and appropriate accommodations. The student must bring documentation and other pertinent information about their disability to this conference. MIAD's guidelines for documentation are available by request and in the Student Accessibility Counselor's office (RL95).

*Finally*, after the Student Accessibility Counselor has determined reasonable and appropriate accommodations, an accommodation letter will be generated. The accommodation letter will be email to the student's faculty – by the Student Accessibility Counselor. It is the student's responsibility to follow up with course instructors in a one-on-one meeting arranged by the student. The purpose of this meeting is to discuss the accommodations (not the disability) outlined in the letter. Faculty will expect students to be involved in this process. The faculty must present receive the accommodation letter from the Student Accessibility Counselor and the student must speak to faculty about accommodation needs, before they can receive accommodations.

A student receiving accommodations must also meet with the Student Accessibility Counselor when they believe there is a need to modify their accommodations. The Student Accessibility Counselor will determine any modifications and, if necessary, issue a new letter for faculty and staff.

★★★ Students requiring accommodations are to meet with MIAD's Student Accessibility Counselor no later than the first three weeks of class. Students must renew their accommodations at the beginning of each semester. ★★★

## Grievance Policy & Procedures for Individuals with Disabilities

### **Policies:**

- This grievance procedure is established to meet the requirements of the Americans with Disabilities Amended Act (2008). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of employment, services, activities, programs, or accommodations by MIAD.
- This grievance policy does not apply to an applicant's denial of admission or failure to be hired on the basis of disability.
- The Student Accessibility Counselor will act as mediator on behalf of the complainant throughout the grievance procedure. The complainant has the right to bring in their own advisor.
- The chair of the Grievance Hearing Committee will represent MIAD throughout the grievance procedure.
- All written complaints received by the chair of the Grievance Hearing Committee will be kept by MIAD for at least three years.
- MIAD acknowledges that there may be extenuating circumstances that necessitate extending the dates for executing the grievance procedure and appeals process.
- The Grievance Hearing Committee for grievance appeals will consist of people who are not the direct supervisor of the Student Accessibility Counselor. Every committee must be comprised of the Provost, Faculty Senate Chair or their designate, the Dean of Students, the Chief Financial Officer, and the Vice President for Enrollment Management (Grievance Hearing Committee Chair). The Student Accessibility Counselor will be present at the hearings as an advocate for the complainant, but not as a member of the committee. The committee's decision is final. The Grievance Hearing Committee is not a legal proceeding.

### **Procedures:**

1. A person with a disability-related complaint must contact and meet with the Student Accessibility Counselor (Room RL95, 847-3347) as soon as possible, but no later than 21 calendar days after the alleged violation in order to initiate the grievance procedure.
2. The complainant, Student Accessibility Counselor and relevant third parties will meet in the timely manner to resolve the complaint.
3. If the issue is not resolved, the Student Accessibility Counselor will schedule a meeting with the complainant, third parties, and supervisor of the third parties to discuss the complaint and to resolve the issue. Options for substantive resolution of the complaint will be made.
4. Should the response not satisfactorily resolve the issue, the complainant may appeal in writing and request a hearing. The complainant must contact the Vice President for Enrollment Management (Grievance Hearing Committee Chair) in writing as soon as possible, but no later than 14 calendar days after the last mediation meeting. A copy must be submitted to the Student Accessibility Counselor.

The written complaint should contain information about the alleged discrimination such as: name, address, phone number of the complainant; location, date, and description of the problem; and a description as to why the meetings with the Student Accessibility Counselor, third parties, and supervisors were not satisfactory. (Alternative means of filing complaints will be made available for persons with disabilities upon request). The Student Accessibility Counselor may provide a statement in writing to the Grievance Hearing Committee Chair at this time.

5. After receiving the written complaint, the Grievance Hearing Committee Chair will notify the complainant in writing of receipt of appeal and the scheduled hearing time. A copy of this notice will be sent to the Student Accessibility Counselor. The committee will meet in a timely manner with the complainant and Student Accessibility Counselor to discuss the complaint and to determine options for resolution of the complaint. Finally, resolution resides with the Grievance Hearing Committee. Within a reasonable amount of time from the formal conclusion of the appeals meeting, the Grievance Hearing Committee Chair will inform the complainant in writing of MIAD's resolution of the complaint.

## Students with Disabilities/Other Needs Participating in International Study Programs

The following MIAD policy pertains to students with disabilities who are eligible for and admitted to MIAD sponsored and run international programs or classes. MIAD provides students with disabilities reasonable and appropriate accommodations and does not discriminate against students with disabilities or special needs. However, in order to provide reasonable and appropriate accommodations for students with disabilities/special needs who participate in international study programs, students must discuss their disability related/special needs with the faculty and staff running the program. MIAD's Student Accessibility Counselor will assist students and be their advocate throughout this process.

Students applying for international programs first inform the Student Accessibility Counselor about their intention to participate in the program. The Student Accessibility Counselor will then inform the appropriate administrators and faculty. In addition, information on a student's disability related needs may be sent to the international college, when appropriate, to provide that college with better means of assisting the students. The student will also need to contact the disability service provider (or designee) upon arrival at the school. Every attempt to provide accommodations at international programs will be made by MIAD. Because disability policies pertain to the United States' educational system, and are mandated by U.S. laws, students cannot take for granted that other countries can or will make the same or similar accommodations for students with disabilities. MIAD's Student Accessibility Counselor and the Coordinator of International Programs will assist the student in ascertaining what accommodations, if any, are possible and whether the program is accessible to the student. Questions should be directed to MIAD's Coordinator of International Programs and the Student Accessibility Counselor.