



---

Office of the President • One Washington Square • San Jose, California 95192-0002 • 408/924-1177

September 28, 1990

**PD 90-03**

TO: Vice Presidents, Deans, Directors, Department Chairs

FROM: Gail Fullerton   
President

SUBJECT: **Presidential Directive 90-03:**

**ACCOMMODATIONS FOR DISABLED STUDENTS**

**PURPOSE:**

It is the purpose of this Presidential Directive to assure that San José State University continues to comply with all Federal and State legislation and California State University policies regarding the provision of services to students with disabilities.

This Presidential Directive has been developed in response to Section 504 of the Federal Rehabilitation Act of 1973; State of California ACR 201 (1976); ACR 3 (1985); A8746 (1987); and California State University AAES 89-07 "Policy for the Provision of Services to Students with Disabilities."

**HISTORY:**

Since 1972 the University has had a Disabled Student Services Program that provides counseling and support services for students who have physical, emotional, learning and other verified disabilities. To assist the University in making reasonable accommodations, Disabled Student Services provides diagnostic assessment, reader services, specialized test taking arrangements, transcription services, specialized tutoring services, and both note-takers and sign-language interpreters. In addition, Disabled Student Services provides disability-related counseling and advising, and access to computers and other technological assistance adapted to disabilities.

**GUIDELINES:**

In San José State University's provision of services to students with disabilities the guiding principle is that of "reasonable accommodation": that is, the University is required to make

adjustments to the known physical and mental limitations of otherwise qualified disabled students, unless it can be demonstrated that a particular adjustment or alteration would impose undue hardship on the operation of the program or course curriculum. The intent is to “level the playing field,” not to guarantee the outcome of the student’s educational endeavor.

The University views the provision of reasonable accommodation as a cooperative effort, involving faculty, staff, and students.

1) It is the responsibility of students with disabilities to do the following:

- a) Identify themselves and provide verification of their disability to Disabled Student Services.
- b) Provide testing and evaluation results dated no more than three years prior to the date on which the student requests accommodation for learning disabilities.
- c) Consult with Disabled Student Services regarding specific accommodation requests.
- d) Take, in a timely manner, the recommendations of Disabled Student Services for accommodation to the office or faculty member from whom accommodation or support services are requested.
- e) Abide by departmental, school, and University policies and academic regulations, as all students are expected to do.

2) It is the responsibility of Disabled Student Services to do the following:

- a) Keep confidential records for each disabled student.
- b) Provide disability-related counseling and advising.
- c) Provide access, where feasible, to computers and other technological adaptations to disabilities.
- d) Identify and recommend reasonable accommodations for students with disabilities, including verified learning disabilities.

3) It is the responsibility of academic departments to do the following:

- a) Faculty members are to make reasonable accommodation for students with disabilities, including verified learning disabilities.
- b) Faculty members should consult with the Director of Disabled Student Services regarding specific recommendations for accommodation for an individual student, particularly if special test-taking procedures or adaptations for testing are involved.
- c) Faculty members, in consultation with their Department Chair, are to determine whether the recommended accommodation is reasonable, or if it demonstrably would impose undue hardship on the operation of the program or course curriculum.
- d) The Department Chair is to keep a confidential record of all accommodations recommended by Disabled Student Services and made for students with disabilities.

## **CONFLICT RESOLUTION:**

Students with disabilities who wish to appeal a denial of requested accommodation should first employ informal means to resolve the conflict, by consulting with the academic department or other office involved and with Disabled Student Services. If an informal resolution is not possible, the student may meet with the University Ombudsman to determine the appropriateness of a formal appeal to the Student Grievance Committee or the Academic Fairness Committee.