



## MHU Disability Services Faculty/Staff Guide

The Office of Disability Services is coordinated through the Mars Hill University Counseling Center to assist students with a disability achieve fair access to university programs, facilities, and university sponsored activities in accordance with federal regulations.

Staff: Kathy Koontz, Disability Services Coordinator & Counselor  
 Contact: Phone: 828-689-1410 | Fax: 828-689-1445 | Email: [kkoontz@mhu.edu](mailto:kkoontz@mhu.edu)  
 Location: The Wellness Center – Robinson Infirmary, 2<sup>nd</sup> Floor Room 306  
 Hours: Tuesday & Wednesday 9:00-4:00, Friday 9:00-12:00 or other times by appointment

<p><b>Legal Definition of a Disability:</b></p>	<p>The Americans with Disabilities Act (ADA) and Section 504 or the Rehabilitation Act define a disability as <b>any physical or mental condition that substantially limits one or more major life activities</b>. Students are not required, but may choose, to disclose the nature of their disability to their instructors. Some common disabilities include the following:</p>	<ul style="list-style-type: none"> <li>• Attention Deficit Disorder</li> <li>• Autism Spectrum Disorders</li> <li>• Chronic Health Impairments</li> <li>• Communication Impairments</li> <li>• Hearing Impairments</li> <li>• Learning Disabilities</li> <li>• Mobility Impairments</li> <li>• Psychiatric Disabilities</li> <li>• Post-Traumatic Stress Disorder</li> <li>• Traumatic Brain Injuries</li> </ul>
<p><b>Accommodations Request Procedures:</b></p>	<p>Students with a disability who wish to request accommodations must complete the <b>Disability Services Request for Accommodations Form</b>, provide documentation of their disability, and meet with the Disability Services Coordinator. The <b>Request for Accommodations Form</b>, along with documentation guidelines, MHU policies, etc. can be found online at: <a href="http://www.mhu.edu/campus-life/disability-services">http://www.mhu.edu/campus-life/disability-services</a></p> <p>Once submitted the Disability Services Coordinator and, in some cases, the Disability Services Faculty/Staff Committee reviews the accommodations request and supporting documentation. Students are notified by letter/email regarding their approved accommodations. Students with approved accommodations then are asked to meet with the Disability Services Coordinator to complete and obtain copies of their <b>Academic Accommodations Plan (AAP)</b>, an official signed document which alerts course instructors of the students' need for classroom accommodations.</p>	
<p><b>Grievance/Complaint Process:</b></p>	<p>Concerns or complaints concerning the implementation of accommodations should first be directed in writing to the Disability Services Coordinator who will work to determine a resolution. Issues may be vetted with the Disability Services Committee and/or with other university officials to determine a fair and reasonable resolution. If not resolved, grievances will be directed to the Associate Vice President for Student Development.</p>	
<p><b>Suggested Disability Statement for Syllabus</b></p>	<p>“The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.</p> <p>If you have an Academic Accommodation Plan (AAP) issued through MHU Disability Services, please arrange a time to present your plan and to discuss your specific accommodation needs. If you believe you have a disability requiring an accommodation and do not have an approved AAP, please contact Kathy Koontz, MHU Disability Services Coordinator, located in 306 Wellness Center or at <a href="mailto:kkoontz@mhu.edu">kkoontz@mhu.edu</a>.</p>	

<b>Temporary Disabilities:</b>	<p>Temporary disabilities such as broken limbs and concussions are not legally considered to be disabilities; however, appropriate temporary accommodations are typically afforded to students with temporary disabilities on a case-by-case basis.</p>
<b>Federal Regulations:</b>	<p>The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, 2009 affirm that individuals with disabilities should have equal access to social, economic, cultural and educational aspects of national life. Although a private university, Mars Hill University is a recipient of federal funds and therefore does not discriminate on the basis of disability in employment or admission, and the college makes reasonable accommodations as needed for persons with documented disabilities.</p>
<b>What to Expect:</b>	<p>In the post-secondary education setting, students are expected to self-identify as a person with a disability. Students who wish to declare a disability and request accommodations must register with the Office of Disability Services, provide appropriate documentation of their disability, describe how their disability limits them in the college setting, and articulate how their requested accommodations will provide equal access. The student should present an approved <b>Academic Accommodation Plan (AAP)</b> to instructors in a timely manner prior to the need to implement accommodations. The Disability Services Coordinator is available to help students to navigate the accommodations process, to request appropriate and reasonable accommodations, and to help ensure that students receive the accommodations to which they are entitled. The Coordinator also supports faculty and staff in achieving fair access and provides consultation and assistance as needed.</p>
<b>Accommodations:</b>	<p>Specific accommodations are developed through careful review of professional health care and/or psychological documentation and the student interview. Accommodations do not modify or waive program requirements and must be determined to be "reasonable." Typical accommodations include, but are not limited to the following: extra time for tests or in-class assignments, note-taker arrangements or use of technology to record notes, read-aloud exams, low-distraction or separate test setting, alternate forms of assessment, etc. If the instructor has a question or concern about the implementation of an accommodation, he/she should contact the Disability Services Coordinator.</p>
<b>Implementing Separate Settings:</b>	<p>The University does not have a separate testing center with designated proctoring staff. Test accommodations that require a separate setting are achieved in several different ways:</p> <ul style="list-style-type: none"> <li>• The instructor may facilitate the test session through use of nearby office/conference room during regular test time, during office hours, or with assistance of an SI or other department employee. Web applications or software such as Natural Reader may also be utilized to achieve read-aloud settings.</li> <li>• The DS Coordinator may assist in providing a separate setting or implementing other accommodations on a limited basis in the Counseling Center (72 hours advance notice).</li> <li>• Students with an <b>Academic Accommodation Plan (AAP)</b> who are also registered with <b>Student Support Services</b> may with advance notice request to arrange to take exams within the SSS Center. <u>The requested accommodations on the SSS test form should reflect those similarly approved on the student's AAP through the Office of Disability Services.</u></li> </ul>
<b>Faculty Online Resources:</b>	<p><a href="http://www.washington.edu/doi/Faculty/">http://www.washington.edu/doi/Faculty/</a> The Faculty Room is a space for faculty and administrators at postsecondary institutions to learn about how to create classroom environments and academic activities that maximize the learning of all students, including those with disabilities.</p> <p><a href="http://www.itcs.umich.edu/atcs/instructional-accessibility-tips.php">http://www.itcs.umich.edu/atcs/instructional-accessibility-tips.php</a> Top 10 Instructional Accessibility Tips</p> <p><a href="https://www.fivecolleges.edu/riskmgmt/accessibility/service-animals">https://www.fivecolleges.edu/riskmgmt/accessibility/service-animals</a> Tips &amp; legal considerations regarding service dogs on campus.</p> <p><a href="http://www2.ed.gov/about/offices/list/ocr/transition.html">http://www2.ed.gov/about/offices/list/ocr/transition.html</a> Transition information for students &amp; parents</p> <p><a href="http://www.ahead.org/students-parents/students">http://www.ahead.org/students-parents/students</a> Transition information for students &amp; parents</p>