

# DISABILITY REQUESTS

DISABILITY RESOURCE CENTER, STEVENSON HALL

## Guidelines for Students Regarding Disabilities

The University of Louisville School of Dentistry is committed to the principle of diversity in all areas. In that spirit, the School is open for admission to all qualified individuals and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1993).

### Accommodations for Specific Disabilities

The University of Louisville is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. Accommodations are available to encourage students with disabilities to take full advantage of the University's educational, social, and cultural opportunities.

The Disability Resource Center (DRC) is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Determination of eligibility for services and appropriate accommodations is determined by staff of the Disability Resource Center after review of documentation of disability.

**Disability Resource Center**  
119 Stevenson Hall  
502.852.6938

As needed, DRC staff will discuss the student's request for services with the student to determine appropriate accommodations and/or consult with the faculty member or other involved office regarding the request. When there is any question about the appropriateness of the student's requested accommodation, the DRC staff member will inform the student of the decision.

Questions or concerns related to requested accommodations not resolved with individual DRC staff should first be discussed informally with the Director of DRC and then be subject to informal consultation with the Vice President for Student Affairs. Written student complaints submitted to the DRC will be addressed by the DRC in writing to the sender.

Matters that remain unresolved may be formally presented by the student to the ADA Compliance Officer located in the Office of Affirmative Action by the following the ADA Grievance Procedure (<https://louisville.edu/disability/students/ada-policy-formal-complaint-procedure-legislation/>). A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation. Formal appeals include a written statement regarding the nature of the complaint, results of the informal meetings, and requested resolution. All formal appeals will be promptly investigated and a decision will be rendered with 60 working days of the date of receipt.

Please contact the Office of Affirmative Action (<https://louisville.edu/hr/employeerelations/eoo-affirmative-action/>) for additional information on the grievance procedure.

### Applying For and Requesting Support Services

Students and potential students are referred to DRC by publications such as UofL application packets, schedules of classes and catalogs. Students are referred by community agency personnel, UofL faculty and staff and other students, high school counselors, health care professionals,

family members and others. Referrals are made verbally or in writing. Referrals should be routed to the appropriate coordinator (<https://louisville.edu/disability/contact-us/>) or to the Director when DRC staff has questions regarding the appropriate staff member to work with a student. Students should view the Getting Started Checklist (<https://louisville.edu/disability/students/getting-started-checklist/>) for more guidelines on connecting with the Disability Resource Center.

### Submitting Documentation of Disability

All students seeking assistance from DRC must disclose the presence of a disability. In most cases, the student will be asked to submit documentation of disability for review by the appropriate DRC staff person. Students should complete the Intake Form (<https://louisville.edu/disability/forms/intake/>) or submit documentation by email or [askdrc@louisville.edu](mailto:askdrc@louisville.edu), fax to 502-852-0924, or drop off to our front desk in Stevenson Hall 119 if needed. Upon receipt and review of the documentation, an intake appointment will be scheduled. Contact the Disability Resource Center for additional information about guidelines for diagnostic criteria and read the Documentation Guidelines (<https://louisville.edu/disability/students/documentation-guidelines/>) for more information.

### Intake Appointment

After review of documentation, the appropriate coordinator will contact the student for an intake appointment. At this meeting, the student's eligibility for accommodations and anticipated needs will be discussed. Policies and procedures regarding specific accommodations, such as letters for faculty, exam accommodation, supplemental note-taking service, etc. will be discussed.

### Requesting Specific Accommodations

Requests for accommodations coordinated by the Disability Resource Center are made by completing a Service Request Form (<https://louisville.edu/disability/students/service-request-form/>) and submitting the form along with a copy of class schedule to the appropriate DRC Coordinator (<https://louisville.edu/disability/contact-us/>). It is the responsibility of the student to request specific accommodations each semester via the Service Request Form. Please remember that accommodations can generally occur only after submission of appropriate documentation, review by the coordinator, determination of eligibility for specific services, and request by student for specific accommodations

### Timeliness of Requests

Submission of accommodation requests for instructor letters, exam accommodation, and supplemental note-taking services should generally be submitted no later than two weeks prior to beginning of term. Some accommodations (such as interpreter service and taped textbooks) require much more notice. Please refer to policies and procedures for specific accommodations (<https://louisville.edu/disability/students/>) such as reader service, interpreter service, for additional information on timeliness of requests. Although DRC staff will make reasonable effort to process all requests, untimely requests may result in delay of accommodations.

### Academic Adjustments

Academic requirements will be modified, as necessary, to ensure that they do not discriminate against qualified applicants or currently enrolled students with disabilities. At the student's request, DRC staff recommends academic adjustments in compliance with legal mandates. Academic requirements that are essential to programs of instruction are not considered discriminatory.

Modifications shall not affect the substance of the educational programs or compromise educational standards. Students can ask the appropriate DRC staff member to provide a memo recommending academic adjustments for each class in which the student is enrolled. Because of the diversity of individual needs relating to disabilities and the uniqueness of each class, students must discuss their requests for course modifications with their instructors each semester.

**DRC Availability**

The staff is available to consult with students on an appointment basis, Monday through Friday, 8:30 AM to 5:00 PM. Other hours may be available. To ensure that staff is available and have adequate time to meet with you, please call and schedule an appointment.

**Coordination of Accommodations**

The DRC will provide notice of accommodations to the School of Dentistry, Office of Student Affairs. The Accommodations Coordinator will work with the student and necessary faculty to provide each accommodation.