

Handbook for Students with Disabilities

At Park University

[Rev. January 2024]

Dear Student,

Welcome to Park University!

At Park, we pride ourselves on our diverse student body that includes learners of all ages, backgrounds, ethnicities, and abilities. We welcome the opportunity to serve our disabled students with the accommodations they need to succeed.

Services for all disabled students (whether attending online, at a campus center, or in Parkville) are provided through the Academic Support Center. To find out more about our policies, documentation requirements, and services, please visit our website: <http://www.park.edu/disability>

We can do our best work only when we have your cooperation. This handbook is intended to provide you with the information you need to help us help you. Together, we can provide the support and services you need to accomplish your goals at Park University.

With best wishes for your success,

Learner Access and Disability Services
Parkville Campus, Mabee Underground
Box 46
Parkville, MO 64152
email: disabilityservices@park.edu
Office hours: M-F, 8:00 AM - 4:30 PM CST
Phone: 816-584-6313

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Getting Started with Park's Disability Services

to the nature of the disability, having both summary data and specific test scores (with the norming population identified) within the report is recommended.

Learning Disabilities (LD/ADHD): Students must provide supporting diagnostic test results from a licensed psychologist or certified specialist in learning disabilities. All testing should be based on **adult level norms**.

Physical Disabilities: Students must provide documentation from a physician that specifies the nature of the disability or disabilities.

Documentation Review Process

Once your documentation is received, Learner Access and Disability Services will review it and determine appropriate accommodations. If your documentation does not satisfy the requirements above, you may be asked to submit updated or more complete information. **Be sure to submit your documents in a timely manner to allow adequate time for the review process before the term begins. Requests that are received in the last two weeks of the term/semester will become effective on the first day of classes for the next term/semester (exceptions can be made for sudden emergency situations and will be reviewed on a case by case basis).**

When your documentation has been reviewed, you will receive notification of the approved accommodations.

If you are not satisfied with the accommodations you have been granted, please contact our office to discuss the situation. In some cases, we may be able to make adjustments. In others, additional documentation may be needed. For more information on filing a grievance, please see the details on page 16 in this Handbook for Students with Disabilities.

DO NOT ask your instructor, campus director, regional director, or proctor to provide

Some Types of Accommodations

Accommodations are always determined to fit the

Park University Student Pregnancy and Parenting Accommodations Policy

Park University ("Park") provides pregnant students with at least the same special services as it provides to students with temporary disabilities. Park prohibits the harassment and discrimination

(e) *Care or supervision.* Park is not responsible for the care or supervision of a service animal.

(f) *Inquiries.* Park may make two inquiries to determine whether an animal qualifies as a service animal. Park may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. Park shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, Park may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (*e.g.*, the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

(g) *Access to areas.* Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a Park's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

(h) *Surcharges.* Park shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If Park normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

Assistance Animal Policies at Park University

Park University (“Park” or “University”) recognizes the importance of “Service Animals”

Information about Audio Texts

If you are approved for “audio texts,” these will be requested as PDF versions of the book that may be read by a screen reader. You will need screen reading software on your computer to access these. [See the Helpful Aids page for more information about screen readers.] We use a service called Access Text. Each term we will need the following information for each book you require:

Course number, title, and instructor

Title of book and edition

Author(s)

ISBN number

Proof of purchase (this is required by the publisher) [This may be your MBS receipt or an email confirmation of purchase or rental.]

Helpful Aids

Many high-tech and low-

Grievances

If you believe you are not being provided with the accommodations for which you have been approved, or if you are not satisfied with the services provided for you, we have procedures in place that can help you.

Your first point of contact is to email disabilityservices@park.edu

