
	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :OP-OP-04.3	Title: Procedure For Accommodations For Students With Disabilities	
	Rev # : 02	Approved By: Chief Executive Officer (CEO)	Date :30 May 2022

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Operations Officer (COO)	05 Jan 2022
2	Added detailed procedure to request disability services	Chief Operations Officer (COO)	27 May 2022

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1. Purpose

1.1 The University of Pasadena (UPAS) is committed to providing an inclusive educational environment which is responsive and accessible to the needs of all students. Students with disabilities are reasonably accommodated pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and Section 508 of the Rehabilitation Act of 1973 in all applicable UPAS programs.

2. Scope

2.1 This procedure applies to all current and prospective students of university of Pasadena.

3. Definitions

4. Responsibility


4.1 The Chief Operations Officer (COO) is responsible for the effective implementation of the policy.

5. Policy

5.1 The fundamental principles of nondiscrimination and accommodation in academic programs provide that:

- No student with a qualified disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any post-secondary education activity or program; and
- Reasonable accommodations or adjustments to academic activities or requirements shall be made as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on a student with a qualified disability; and
- The institution shall create an educational environment where students with disabilities have equal access to instruction, including fully online instruction, without compromising the essential components of the course, educational program, or degree.

5.2 The Disability Support (DS) program at UPAS is part of Student Services and is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and state laws.

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- 5.3 DS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations for academic adjustments, accessible instructional programs, and academic counseling.
- 5.4 No student with disabilities is required to participate in DS programs and services. The point of contact regarding accommodations for students who choose not to register with DS is UPAS' Quality and Compliance Officer.
- 5.5 UPAS responds in a timely manner to accommodation requests involving academic adjustments. This procedure is implemented by providing for an individualized review of each such request and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.
- 5.6 The Chief Operations Officer assures that UPAS' DS program conforms to all requirements established by the relevant law and regulations. All complaints of unlawful discrimination on the basis of physical or mental disability shall be filed with UPAS' Quality and Compliance Officer.

6. Procedure/Process

- 6.1 To initiate the process and request an accommodation, students should email to studentservices@upasadena.org. This information is available to the student in the University catalog and in the University website <http://upasadena.org/admissions/student-services/>
- 6.2 Students must provide disability supporting documentation that demonstrates how their disability limits participation in courses, programs and/or access to facilities of the University.
- 6.3 The student services will acknowledge the receipt of the student disability accommodation requests within one working day.
- 6.4 The student services will review the student disability accommodation requests and contact the student for any clarifications within 2 working days.
- 6.5 If reasonable accommodations are approved by the Chief Operations Officer, student service team will prepare an accommodation letter for the student within 2 working days of receiving the request or student response to the clarification request whichever is later.
- 6.6 After receiving the accommodation letter, students should
 - Confer with each course instructor from whom they expect to receive an accommodation,
 - Provide them with a copy of the accommodation letter and

- Discuss with them a plan for how the accommodation will be implemented for the course.
- 6.7 The student, student service and faculty should work cooperatively to ensure effective and timely implementation of Accommodation(s).
- 6.8 For escalation, student should contact Chief Operations Officer (COO) immediately if they believe an agreed-upon reasonable accommodation is denied or not being implemented properly. COO will use good faith efforts to resolve any outstanding issues within two working days of receiving the complaint.

7. Review.

The University of Pasadena Procedure for Accommodations For Students with Disabilities is reviewed every year.