

Ensign College provides academic accommodations, auxiliary aids, and services to students with disabilities and consults with the college community regarding disability access issues. The Disability Service Office (DSO) reviews student requests for academic accommodations (e.g., extra time during testing, deadline extension requests, etc.) due to disability on a case-by-case basis. The DSO engages in an interactive dialogue with each student to ensure that proper accessibility considerations are made and to determine if student requests are reasonable.

A reasonable academic accommodation is one that does not require a substantial change in the curriculum or alter any of the essential elements, functions, or learning outcomes of the course, program, service, or activity. In determining if an accommodation is reasonable, an individualized assessment of the student's needs and an interactive dialogue between the DSO and student is necessary. In most cases, it is assumed that the accommodations authorized by the DSO are reasonable and will be available to the student. However, the DSO recognizes that there are some academic situations where an accommodation may not be reasonable in a specific class.

If a faculty member feels that this is the case, the DSO will use the following process as a guide to determine whether a requested accommodation requires a substantial change to an essential function of a course or program.

1. If a faculty member believes that an accommodation requires a substantial change to an essential function or learning outcome of the course or program, the faculty member will contact the DSO to discuss the situation. ***Most questions about accommodations are solved at this juncture.***
2. If no solution is identified, the DSO may ask that the faculty member provide a copy of the course syllabus and an explanation of how the accommodation alters an essential aspect of the course. This information is helpful to the review process.
3. To ensure an equitable review, the information obtained will then be reviewed by an ad hoc committee that may be comprised of the manager of the DSO, the chair or academic dean of the applicable academic department, and/or the Dean of Students. The committee may also consult with the Office of the General Counsel, to determine whether the accommodation alters an essential aspect of the course. The committee may consider the following questions, as well as any other questions, in reaching its determination.
 - What are the essential learning outcomes stated in the syllabus?
 - How would the accommodation in question prevent the student from reaching those learning outcomes?
 - Is there an alternative way for the student to achieve those outcomes through the accommodation in question?
 - Do other sections of the same course allow for the accommodation in question?
 - Can the method of instruction or delivery be altered in any way?
 - Would this accommodation prevent a student from meeting requirements for licensing or professional accreditation?

4. The committee's determination will then be shared with the faculty member and student.
 - o If, after a review of the information, the review committee determines that the accommodation requires a substantial change to an essential function of a course, then the course requirement will stand. At that point, the DSO will work with the student and the faculty member to determine if there is an alternative way to mitigate the impact of the disability without compromising the essential element(s) of the course or program.

If, after committee review, it is determined that the accommodation does *not* require a substantial change to the essential function of a course, the DSO will inform the faculty member and discuss the best approaches for implementation. If the faculty member does not agree with the committee's decision and has additional information to disclose, the committee will consider the additional information and review its prior determination.