QUALIFYING FOR SERVICES FROM THE DISABILITY RESOURCE CENTER

POLICY STATEMENT (R*)
Florida International University ensures that all programs and academic courses offered are accessible to students with disabilities by providing reasonable architectural access, auxiliary aids, and services necessary for effective communication. In order to receive such services, students must register with the University’s Disability Resource Center (DRC).

REASON FOR POLICY (O*)
To provide a means by which students with disabilities may request reasonable accommodations and services from Florida International University.

RELATED INFORMATION (O*)
Reasonable accommodations are determined on an individual basis after considering the specific disability and documentation of functional limitations in accordance with the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Florida Education Equity Act, and the regulations interpreting these statutes.

A description of DRC services, which gives an abbreviated version of this policy and implementing procedure, is contained in the University catalogue, the Disability Resource Center web site, and both the student and faculty handbooks.

DEFINITIONS (R*)
Student - A person who is currently registered for class(es) at Florida International University in accordance with the requirements and procedures of the Office of Registration, or a prospective student who seeks information or assistance prior to being admitted or registering for classes.

Disability - DRC adopts the definition of “disability” as set forth in the Americans with Disabilities Act of 1990 as amended, USC 12101, Sec. 3(2), as being “(A) a physical or mental impairment that substantially limits one or more of the major activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.”

Major life activities - As stated on the ADAA 2008, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Temporary Disability - As the Americans With Disabilities Act of 1990 and the Rehabilitation Act of 1973 only extend to persons with permanent disabilities and as it is recognized that students with a temporary disability may also need appropriate assistance, DRC defines a “temporary disability” as one which, for a stated period of time, will limit one or more of a person’s major life activities. The existence of the disability and the period of time it will last must be certified by a physician’s report or other appropriate documentation. DRC will use its discretion to determine if the extent of the disability is sufficient to warrant the services requested.

PROCEDURES (O*)
FIU provides access to students with disabilities by providing architectural access, providing auxiliary aids and services necessary for
effective communication, and by modifying policies, practices and procedures. All programs and services must be provided in an integrated setting.

As a condition to receiving services from DRC, students are required to schedule a "Welcome Appointment" with an Access Consultant to review any documentation certifying the disability such as physician’s reports and psychological evaluations or documentation stating any accommodations previously received at other institutions. Students must complete a Student Information Intake Form (at or before their appointment) indicating identification information (name, address, panther ID number) and other pertinent information needed by DRC to provide services to the student.

While meeting with their assigned Access Consultant, the student’s specific needs will be discussed as well as the types of accommodations needed, depending on the disability, documentation, program, level, etc. Such accommodations and services will be established during this Welcome Appointment and include but are not limited to note takers, American Sign Language (ASL) Interpreters, extended testing time, and minimal distraction testing rooms. The student is also advised of any additional requirements that may be necessary for their degree and told of how to access the additional services that DRC provides. Lastly, the student is provided with any necessary referrals to other services or departments if needed as well as reminded that check-in meetings with their DRC Access Consultant do not by no means replace meeting with an Academic Advisor for their program.

Fees/Charges: No fees are charged for the services provided. However, the student must bear the cost of providing the documentation of his or her disability.

Permits/Identification Required: Any documentation must be issued by an appropriate professional or agency such as a physician, optometrist, audiologist, psychologist, or other health care professional, the Division of Blind Services, a prior educational institution, etc. Documentation must be current and complete. DRC reserves the right to request additional documentation of disability in the event the documentation presented is insufficient to establish the existence of a disability or if the documentation fails to support the type of aids and services requested.

Records Management: The completed Student Information Intake Form and supporting documentation are kept in an electronic file under the student’s name and panther ID. Information about prospective students may be kept in a common Prospective Student’s file until all information is received and/or the student enrolls.

Exemptions: In the event a student’s disability is readily apparent, and the need for services is immediate, DRC will not withhold services because the student has not provided current or complete documentation of the disability. The Director of DRC or the Director’s designee at his or her discretion will provide services, if the documentation provided is sufficient to indicate the need for services but requires supplementation or updating. This exception is conditioned upon the student providing the required documentation within a reasonable period of time.

Policy Violations: In the event a student fails to comply with this policy, DRC will notify the student of the requirements necessary to bring him or her into compliance. If after appropriate notification, the student still fails to meet the requirements, DRC will cease providing services.

### RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)
Division of Student Affairs  
Florida International University

### RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)
Disability Resource Center  
Florida International University  
11200 S.W. Eighth Street, GC 190  
Miami, Florida 33199  
Telephone Number: (305) 348-3532

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at [http://policies.fiu.edu/](http://policies.fiu.edu/).

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

### FORMS/ONLINE PROCESSES (O*)
Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.
*R = Required   *O = Optional