

Policy and Procedures

Intake Interview

A student must have an intake interview in the Office of Disability Services, and provide proper documentation regarding his/her disability, in order for a student to be registered in the Office of Disability Services. This disability must be considered to be permanent and life-altering.

Documentation Requirements

- Proper documentation for a physical/medical disability is considered to be a letter from a medical doctor describing the disability, and if possible, including recommendations for "reasonable accommodations."
- Proper documentation for a learning disability is considered to be a complete psychological evaluation performed by a registered psychologist or psychiatrist within the last three years, unless an exception is made by the Director of Disability Services.
- This psychological evaluation must meet all of the documentation guidelines. In cases where evaluations may not include all of the necessary recommendations, the Office of Disability Services will request recommendations for appropriate documentation from the person who did the evaluation.
- If the documentation provided by the student is determined not to be adequate, the student will be notified concerning this finding. The student is able to meet with the Director or Associate Director of the Office of Disability Services to assist the student in acquiring proper documentation.
- Duquesne University does not provide any type of evaluations, but will recommend outside agencies to students, upon request.

Letters To Faculty

- It is the student's responsibility to provide the Office of Disability Services with a schedule of classes for each semester.
- The Letter of Accommodation will be available through Starfish.
- The student should constantly communicate his/her needs and progress with the respective Academic Advisor.
- The student, in order to encourage proper communication, must meet with each faculty member individually as soon as accommodations are granted and inform the faculty member of his/her request for "reasonable accommodations."
- The student is also responsible for notifying the Office of Disability Services if there is any difficulty with these accommodations being met, or if any further assistance is needed.

Pre-Registration For Upcoming Semester

- Prior to pre-registration, every undergraduate student registered in the Office of Disability Services is notified regarding the Early Pre-registration period and the date for Early Pre-registration offered to the student.

Notice of Nondiscrimination and Non-harassment Policy

- Duquesne University, motivated by its Catholic identity, values equality of opportunity, human dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of race, color, religion, national origin, sex, age, disability or status as a veteran or disabled veteran. Further, Duquesne University will continue to take affirmative steps to support and advance these values consistent with the University's mission statement. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs, and athletic or other University-sponsored programs. This is a commitment by the University in accordance with its religious values and applicable federal, state and local laws and regulations. Nothing herein, however, should be interpreted as a waiver by the University of its own constitutional and legal rights based upon its religious affiliation. The person responsible for coordinating its efforts under this policy is Dr. Judith Griggs, Affirmative Action Officer, Ground Floor Administration Building , university extension 6661.

Altered or Reduced Course Load Policy for Students with Disabilities

- Section 504 of the Federal Rehabilitation Act of 1973 requires students with disabilities access to all programs and courses. The university is not required to alter basic academic requirements or to lower its standards; however, the university is required to reasonably accommodate students with disabilities.
- Students registered with them Office of Disability Services are entitled to receive approved modifications of programs and other appropriate assistance. Modifications granted on a case by case basis might include adaptation to the manner in which specific courses are conducted, changes in the length of time permitted for degree requirements and substitution of specific courses.
- Students with disabilities who receive reduced course load accommodations will not be penalized by the part time status in policy areas under Duquesne University control. However, other services such as Federal and State Financial Aid, scholarships/aid not sponsored by Duquesne University, personal insurance, etc. may be affected by the reduction in the number of credit hours per semester. Requests for reduced course load eligibility must be presented and reviewed at the onset of each semester.
- A reduced course load is defined as less than twelve hours for undergraduate students and below nine hours for graduate students. A reduced course load is only possible when approved by the Office of Disability Services and the student's Academic Advisor