



# Ultimate Medical Academy

## Student Disability Services Manual

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**I have read and understand the Disability Services Manual:**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# **Ultimate Medical Academy**

## **DISABILITY SERVICES MANUAL**

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## ACCOMMODATION POLICIES

### **Equal Access to Education**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at Ultimate Medical Academy may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity.

The Americans with Disabilities Act of 1990 (ADA) reinforced the provisions of the Rehabilitation Act and extended coverage to the private sector with the extension of access to all aspects of campus life, including communications, curriculum and learning resources and other privileges and advantages by requiring that all public facilities, services and communications be accessible to persons with disabilities and that auxiliary aids and services be provided unless such provisions place an undue hardship (defined as significantly difficult or expensive) upon an institution.

### **Who is Considered Disabled under the Law?**

According to the Americans with Disabilities Act (ADA) of 1990, a disability is a chronic, long-term, physical or mental impairment that substantially limits one or more major life activity (e.g. walking, sitting, breathing, learning, working, sleeping, etc.). The law requires UMA to perform an individualized assessment for each student that requests accommodation. **UMA is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation and request adjustments/accommodations and services.** UMA has the right to establish professional criteria to be used in reviewing the documentation.

### **Reasonable Accommodation**

“Reasonable accommodation” is the term used by the ADA and the Rehabilitation Act for changes made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a student might encounter due to his or her disability. The law does not require that students with a disability be given a “special” advantage that places them in a better position to succeed than their nondisabled classmates. Reasonable accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. However, a school is not required to fundamentally alter the nature of its academic program in order to accommodate students.

Pregnancy and childbirth are not typically covered under the ADA unless they have the effect of limiting major life activity. This determination must be made on a case-by-case basis.

Ultimate Medical Academy is committed to providing access to all its programs, activities and services whenever possible and makes “reasonable accommodations” to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

## **UMA's Office of Disability Services**

Through its Office of Disability Services, Ultimate Medical Academy strives to provide all students with an equal opportunity to succeed, regardless of disability status, by determining and appropriately implementing reasonable accommodations for eligible students.

Ultimate Medical Academy provides reasonable, appropriate, and individualized accommodations for students who have demonstrated a need for and requested such accommodations.

## **Accommodations Request and Documentation**

It is the responsibility of a student to identify him/herself to the Office of Disability Services should he/she want to request any type of accommodation. Students have the right and responsibility to:

- Choose whether to disclose their disability. If a student does not want to disclose a disability or does not need or want accommodations, he/she is not required to disclose or request accommodations.
- Request accommodations. If a student feels the functional limitations of his/her disability create unnecessary barriers that could be mitigated by reasonable accommodations, he/she has the right to make a request.
- Provide documentation, if requested, of the disability and how it impacts a student. UMA requests supporting documentation from a professional who has evaluated an individual's disability which provides the official basis of a student's claim that he or she is a person with a disabling condition.
- Communicate in a timely manner with the Office of Disability Services about a disability, accommodations and/or what is or is not working. Accommodations are not provided retroactively; therefore, students are encouraged to contact the Office of Disability Services as soon as possible to request accommodations. Contact UMA Cares at UMA Cares (800) 509-5474 and [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu) if the student has any concerns or feels there is discrimination against him/her because of a disability.

Ultimate Medical Academy expects students with disabilities to take an **active role** in communicating their needs, as they can best describe their strengths and weaknesses. **It is important that students inform UMA of their situation promptly (generally no less than two weeks in advance of the time in which an accommodation is needed).** Forms and additional information about the Office of Disability Services can be requested at [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu) or by submitting a help request through the portal. Reviewing documentation and arranging for appropriate accommodations takes time, and a delay in following through can result in a delay in receipt of accommodations.

If a student with accommodations withdraws from UMA and returns at a later date, the student must notify the Office of Disability Services upon return in order to reactivate the approved accommodations. The student may be required to self-disclose and document his or her disability upon re-entry.

## **Documentation**

Students are asked to submit relevant documentation of a disability from a licensed or otherwise properly credentialed professional. The documentation should state how the student's health is currently affected and how his/her life activity is limited by his/her condition.

## **Confidentiality and Information Release**

Ultimate Medical Academy is committed to ensuring that information regarding a student, including any information regarding a disability, is kept confidential. The Family Education Rights and Privacy Act (FERPA) defines the rights of students to review their records, request a change to their records, and provide written consent to disclose personally identifiable information to a third party. For additional information regarding students' rights under FERPA, please visit the [UMA Catalog](#).

# **ACCOMMODATIONS PROCEDURES**

## **Student Procedures:**

Accommodations may be requested by following the process described below:

1. The student may initiate a request for accommodations by emailing the Office of Disability Services ([disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu)) or by submitting a help request in the student portal. The Office of Disability Services will then send the required forms to the student, or the student may follow the instructions on the portal to upload the required information.
2. The Request for Accommodations form must be completed in full by the student, signed if in paper, or acknowledged if through the portal, and submitted along with any disability documentation to the Office of Disability Services via the portal, fax, email or mail.
3. The Office of Disability Services will review the submitted documentation and follow-up with the student to request any additional documentation needed to evaluate the accommodation request.
4. A signed/dated cover page of the Disability Services Manual must be acknowledged when submitting a help request in the student portal, or by fax, mail, or email to the Office of Disability Services to signify the student has read and understands the manual.
5. The Office of Disability Services reviews the documentation provided and approves or denies the accommodations request. The Office of Disability Services retains a copy of relevant documentation in the student's confidential file.
6. When accommodations have been approved by the Office of Disability Services, Notification of Student Accommodations is provided to the student and the student's Learner Services Advisor.

7. At the beginning of each course start, the Office of Disability Services emails the Notification of Student Accommodations to the student's instructor and the student's Learner Services Advisor to ensure accommodations are provided.

If a student encounters any difficulties with an instructor or other UMA staff regarding his/her accommodations, the student should bring this to the attention of the Office of Disability Services. If the Office of Disability Services is unable to resolve the concern, the student should contact UMA Cares.

### **Grievance Procedures:**

A student who feels he/she has not been treated fairly under UMA's policies has the right to file a written grievance. UMA's grievance procedure is described in the [UMA Catalog](#). Grievances related to any disability services matter will be resolved within completed within 60 calendar days, except in cases that are complex.

## **CONTACT INFORMATION**

Information about the location of services, activities and facilities that are accessible to and usable by students with disabilities can be obtained from the Disability Services Coordinator, whose contact information is below.

For assistance, questions may be directed to:

Email: [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu)

Phone/Fax: (888) 333-1454

The following persons have been designated to coordinate Ultimate Medical Academy's compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), the American with Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975:

If you have any questions or concerns regarding UMA's Non-Discrimination policy, please contact:

UMA Cares (800) 509-5474  
[umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu)