



# Ultimate Medical Academy

## Disability Services Manual

Adopted Date: April 2010  
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**I have read and understand the Disability Services Manual:**

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**Print Name**

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**Signature**

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**Date**

# Ultimate Medical Academy

## DISABILITY SERVICES MANUAL

### TABLE OF CONTENTS

|   |   |
|---|---|
| ACADEMIC ACCOMMODATION POLICIES .....           | 3 |
| Equal Access to Education .....                 | 3 |
| Who is Considered Disabled under the Law? ..... | 3 |
| Reasonable Accommodation .....                  | 3 |
| UMA Mission .....                               | 4 |
| Support .....                                   | 4 |
| Communication .....                             | 4 |
| Documentation .....                             | 4 |
| Confidentiality and Information Release .....   | 5 |
| ACADEMIC ACCOMMODATION PROCEDURES .....         | 5 |
| Online Student Procedure .....                  | 5 |
| Ground Campus Student Procedure .....           | 6 |
| GRIEVANCE PROCEDURE .....                       | 7 |
| CONTACT INFORMATION .....                       | 7 |

## **ACADEMIC 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. To this end, Ultimate Medical Academy is committed to providing equal access to education by removing unnecessary barriers to enhance each student's ability to demonstrate his or her academic abilities.

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 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 activities (e.g. walking, sitting, breathing, learning, working, sleeping, etc.). This law also requires an individualized assessment of each case to determine whether or not a disability exists. 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 modifications 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 "special" advantage that places them in a better position to succeed than their classmates. Reasonable accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Nevertheless, a school is not required to fundamentally alter the nature of its academic program in order to accommodate students.

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 Mission**

The mission of the Office of Disability Services at Ultimate Medical Academy is to offer all students with disabilities an equal opportunity for success by ensuring that reasonable accommodations are determined and implemented in an appropriate manner.

Ultimate Medical Academy will make reasonable accommodation to meet the needs of students with disabling conditions. Reasonable accommodation does not include academic adjustments that would fundamentally alter the nature, essential requirements or academic standards of the program. All accommodations for students with disabilities are handled by Disability Services.

## **Support**

Ultimate Medical Academy complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person is excluded by reason of the handicap from enrolling in a program of instruction. Accordingly, every effort is made to make reasonable accommodations.

For physically challenged students, Ultimate Medical Academy campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

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

## **Communication**

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 at time of enrollment or as soon as possible to allow sufficient time to make necessary arrangements. 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 disability information regarding a student is maintained as confidential as required or permitted by law. The Family Education Records Privacy Act (**FERPA**) governs the release of information pertaining to a student's disability. Information about a student's condition is released only to those school employees with an educational need to know.

Faculty is informed of necessary or appropriate accommodations needed to meet a student's disability-related needs. A student may give written authorization for the release of diagnostic documentation if he or she wishes to share it with others.

In addition to the usual accommodations provided by faculty, UMA reserves the right to release supplementary information should there be a need to know. Some common need-to-know scenarios include, but are not limited to:

- a request for a course substitution
- the safety of the student and/or others
- grievance cases

## **ACADEMIC ACCOMMODATION PROCEDURES**

### **Online Student Procedure:**

Online academic accommodations may be requested by following the process described below:

1. The Request for Accommodations form must be completed in full by the student, signed, and submitted with disability documentation to Disability Services via fax, email or mail.
2. A signed/dated cover page of the Disability Services Manual must be returned via fax, email, or mail to UMA Disability Services to signify the student has read and understands the manual.
3. Once the form, manual cover sheet, and disability documentation have been received by UMA Disability Services, a determination is made by the Director of Academic Services, resulting in either approval or denial as warranted. Disability

Services retains a copy of relevant documentation in the student's confidential file.

4. When accommodations have been approved by UMA Disability Services, the document Notification of Student Accommodations is provided to the student, the instructor of record and the UMA Learner Services Advisor to ensure accommodations are provided.
5. At the beginning of each course start the UMA Disability Services representative emails a student's Notification of Student Accommodations to his/her instructor.

If a student encounters difficulties with an instructor or other UMA personnel regarding his/her accommodations, the student should bring the difficulties to the attention of UMA Disability Services. If UMA Disability Services is unable to resolve said difficulties, the grievance procedure should be followed.

### **Ground Campus Student Procedure:**

Students who attend courses at a UMA campus may request academic accommodations by following the process described below:

1. The student contacts the appropriate representative at his/her campus in person, by email, or phone
  - a. Clearwater: Director of Education
  - b. Tampa: Associate Director of Education
2. The representative at the campus sends a Request for Accommodations and Disability Services Manual to the student and also asks that the student return relevant documentation of the disability from a licensed or otherwise properly credentialed professional. The documentation should state how the student's health is currently affected or how his/her life activity is limited by the condition.
3. The Request for Accommodations form must be completed in full by the student, signed, and submitted with disability documentation to UMA Disability Services via fax, email, or mail.
4. A signed/dated cover page of the Disability Services Manual must be returned to UMA Disability Services to signify the student has read and understood the manual.
5. Once the form, manual cover sheet, and disability documentation have been received by UMA Disability Services, a determination is made by the Director of Academic Services, resulting in either approval or denial as warranted. UMA

Disability Services retains a copy of relevant documentation in the student's confidential file.

6. When accommodations have been approved by UMA Disability Services, the document Notification of Student Accommodations is sent to the UMA campus representative to ensure accommodations are provided.
7. The campus representative delivers the Notification of Student Accommodations to the student.
8. At the beginning of each course, the UMA Disability Services representative forwards the student's Notification of Student Accommodations to the student's campus representative and instructor.

## **GRIEVANCE PROCEDURE**

A student who feels he/she has not been treated fairly under UMA's stated policies has the right to file a written grievance. A complaint should be submitted to the Senior Vice President of Operations. The following procedures apply only to complaints received in writing:

- A complaint is submitted in person, by U.S. mail or by fax. Complaints may not be submitted by email. Complaints should be dated.
- Within 15 business days after acknowledging receipt of the handicapped policy complaint, the Senior Vice President of Operations informs the complainant regarding the institutional response to the written complaint.
- A student has the right to file a grievance with Ultimate Medical Academy in the event that the student believes that UMA has not followed prescribed policies. The grievance procedures are described in the Ultimate Medical Academy catalog.

## **CONTACT INFORMATION**

For assistance, questions may be directed to:

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

Phone/Fax: 888-333-1454

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