



# **Piedmont University**

## **Temporary Academic Accommodations Policy**

**Effective Date: December 2, 2024**

## I. Policy Statement

### A. Overview

Piedmont University understands that students with an injury or illness may need access to temporary accommodations to be successful academically. Examples of temporary injury or illness could include but are not limited to broken limb, hand injury, surgery and/or medical treatment.

### B. Personnel

**The Director of Student Support Services** is responsible for establishing temporary academic accommodations for students with a temporary injury or illness.

**The ADA/Section 504 Coordinator** is responsible for establishing disability eligibility criteria, making disability eligibility determinations, and establishing appropriate Reasonable Accommodations for students, employees, and visitors, as appropriate. The ADA/Section 504 Coordinator is also responsible for monitoring The University's compliance with ADA and Section 504 of the Rehabilitation Act.

**The ADA Coordinator** is responsible for pregnancy related accommodations.

## II. Background

This policy establishes the process and the appeal procedures for which the Director of Student Support Services determines eligibility and establishes reasonable temporary academic accommodations.

## III. Reasonable Temporary Academic Accommodations

### A. Definition

Reasonable accommodations are defined as adjustments or modifications that enable a qualified individual with a documented injury or illness to participate as fully as possible in an educational program without altering the essential nature of the program or creating an undue hardship on The University. An accommodation is any change to the way things are customarily done that allows an individual with an injury or illness to enjoy equal access to benefits available to other individuals in the classroom. Such accommodations may include changes to activities, programs, coursework, events, work environment, deadlines, meals and/or housing. To be considered reasonable, these changes must not fundamentally alter academic requirements that are essential to the academic program, practice, course, or standard of instruction, or result in undue financial or administrative hardship on the institution.

Reasonable accommodations are distinguished from services of a personal nature, which Piedmont University does not provide, but the student may choose to employ. Such services of a personal nature may include individual assistants or coaches.

### B. Examples of Illnesses or Injuries

Examples of covered conditions under this policy include but are not limited to: Temporary Medical Conditions and Injuries (TMCI) such as injuries, acute illnesses or surgeries,

## IV. Procedures to Request an Accommodation

A student will self-identify to the Department of Student Support Services and should take the following steps to request a temporary academic accommodation at The University:

**To request a temporary academic accommodations, please click the link below:**

[https://piedmont-accommodate.symplicity.com/public\\_accommodation/](https://piedmont-accommodate.symplicity.com/public_accommodation/).

**If you are already receiving accommodations and need to update your memo or information please click here and use your Piedmont email and password: <https://piedmont-accommodate.symplicity.com/students>**

If access to the link is unavailable, please email [idyer@piedmont.edu](mailto:idyer@piedmont.edu) to begin the process.

### **A. Otherwise Qualified Individual with an injury or illness Determination**

For students to be evaluated for a temporary academic accommodation students are required to provide the following information:

1. Complete the Temporary Academic Accommodations Request Form at the link above \* indicating the type of temporary condition, impact and estimated duration. and;
2. The potential accommodation needs and;
3. Upload documentation from a qualified medical professional which could include a return to class note, hospital or clinic discharge, picture of cast, etc.

*\*A hard copy of any forms may be obtained from the Director of Student Support Services located in Lane Hall Office # 102.*

In instances where the requested accommodation may alter an essential course or program requirement, The University's determination regarding the request will be made by University employees who are trained, knowledgeable, and experienced in the area of study in question through a careful, thoughtful, and rational review of the academic program and its requirements, taking into account possible alternatives for the essential requirement, as well as whether the essential requirement in question can be modified for a specific student with a disability and/or temporary medical condition.

### **B. Documentation**

Information and documentation received by the Director of Student Support Services is confidential, to the extent required by law, and is used for the sole purpose of determining eligibility for temporary accommodations and coordinating services requested. Pertinent aspects of the information will be disclosed for discussion for determining appropriate accommodation(s). Access to a student's temporary accommodation file is restricted to those on a "need to know" basis in accordance with the Family Educational Rights and Privacy Act (FERPA). The Request Form also serves as a release form allowing discussions to take place between the Director of Student Support Services or representative and the medical provider where appropriate or applicable. Injury or illness-related information, including submitted documentation, is maintained by the Director of Student Support Services for five (5) years from the time a student is separated from The University. Because The University discards documentation after a certain time period, do not submit any *original* copies of your supporting documentation. The Director of Student Support Services may require additional documentation if the original documentation presented is vague, incomplete, or does not meet the Provider Documentation guidelines.

No student should delay meeting with the Director of Student Support Services out of concern about not having the appropriate paperwork. See Provisional Accommodations section below.

### **C. Reasonable Accommodation(s) Interactive Process**

If the Director of Student Support Services determines that a student is an Otherwise Qualified Individual with a need for a temporary academic accommodation, reasonable accommodations will be discussed with the student. The Director of Student Support Services will engage in an interactive process with the student and, as necessary, relevant University officials (e.g., course instructors, housing personnel, admissions staff, coaches, supervisors, HR, etc.) and others to determine the appropriate accommodation(s).

1. Once both forms (Request Form & Provider Documentation Form) are received, the Director of Student Support Services will schedule a time to meet with the student
2. During the Reasonable Accommodation process, Director of Student Support Services or representative may communicate with appropriate offices and individuals at The University before a determined temporary Accommodation can be fully implemented.
4. The Director of Student Support Services or representative will discuss possible temporary Accommodation(s) with the student's course instructor or, if appropriate, the Department Chair, Program Administrator or Academic Dean.
5. Other professionals, may be consulted if necessary to make a determination if the proposed accommodation is appropriate.
6. See "Responsibilities" section below for each participant's role in the process.

Please note that a student with a temporary illness or injury is still responsible for adhering to the respective Piedmont University Code of Student Conduct.

#### **D. Reasonable Accommodation Determination**

The determination of a Reasonable Accommodation will be made as soon as it is feasible, after the application for temporary academic accommodations request and appropriate documentation have been submitted to and reviewed by The Director of Student Support Services or their representative and any other individuals identified as appropriate.

#### **E. Timely Notice**

Current Piedmont University students should contact the Director of Student Support Services as soon as they have established a need for temporary accommodations.

#### **F. Temporary Accommodations**

Temporary accommodations may be provided for students for a specific number of working days, up to and including one semester (for extreme cases), pending the receipt of official and complete documentation of a student's injury or illness. These cases will be handled individually and at the Director of Student Support Services' discretion. Requests will need to be renewed each semester to allow the current semester courses to be included.

#### **H. Accommodation Modifications**

A student may make a written request to The Director of Student Support Services to modify an established Temporary Accommodation or request alternative accommodation. The request will be considered using the procedure described above.

Upon request, the Director of Student Support Services will work to coordinate and provide new accommodations or modifications to existing accommodations in a timely manner.

**J. Reasonable Accommodations Memo.**

Once the appropriate forms and documentation are received, and a student is approved for temporary academic accommodation, the Director of Student Support Services will issue a Temporary Accommodations Memo to the student and the student's faculty.

**V. Definitions**

**A.** Director of Student Support Services is responsible for establishing Temporary Academic accommodations eligibility criteria, making disability eligibility determinations, and establishing appropriate Reasonable Accommodations for students, employees, and visitors, as appropriate. The ADA/Section 504 Coordinator is also responsible for monitoring The University's compliance with ADA and Section 504 of the Rehabilitation Act.

**G. Program Administrator:** Includes Deans, Associate Deans, Assistant Deans, Department Chairs and Program Coordinators.

**H. Reasonable Accommodation:** A modification to an educational environment to enable an otherwise qualified individual with an illness or injury to fully participate in an educational activity, program, coursework, or event that does not fundamentally alter academic requirements that are essential to the academic program, practice, course, or standard of instruction, or result in undue financial or administrative hardship on the institution.

**I. Section 504 of the Rehabilitation Act of 1973, as amended (1998):** Federal law that states that no otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**K. Campus Community:** Faculty, staff, students, as well as anyone doing business for or with The University.

**L. Undue Hardship:** is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation.

**M. Working Days:** Days when The University is open for business

**VI. Responsibilities**

**A.** Director of Student Support Services:

**1. For Students:**

- a) Evaluate Temporary Academic Accommodation documentation to determine if an individual is in need of an academic accommodation due to a temporary injury or illness.
- c) Determine eligibility for temporary academic Accommodation(s).
- d) Review the request for temporary academic Accommodation(s).
- e) Review essential academic requirements of the course and program including clinical skills or requirements of the course or program.
- f) Discuss temporary academic Accommodation(s) with the student.
- g) Discuss temporary academic Accommodation(s) with the student's course instructor.
- h) Identify and document the temporary academic Accommodation(s) agreed upon by the student and the Director of Student Support Services.
- i) Oversee the process in a timely fashion.
- j) Facilitate the resolution of appeals regarding temporary Accommodation(s).

**B. Student Responsibilities:**

1. Must self-identify as an individual with a temporary injury or illness (see Procedures section).
2. Provide documentation to the Director of Student Support Services (see Procedures section).
3. Provide a complete request form to the Director of Student Support Services to request temporary accommodations. Include specific temporary academic accommodations needed to perform essential academic requirements.
4. Stay actively involved in courses to the best of your ability, be responsive to faculty and the Director of Student Support Services and keep communication open regarding changes in your situation.
5. Should the Temporary accommodation need to roll into the subsequent semester, a new semester request will be necessary in order for them to be reviewed and if appropriate, continue.

**C. Faculty Responsibilities:**

1. Faculty must include the most current accessibility statement on their course syllabi.
2. If a student makes a request for a temporary accommodation, faculty should refer the student to the Director of Student Support Services or to the Office's website [Disabilities Support | Piedmont University](#) to review the Temporary academic accommodation processes. The faculty member will encourage the individual to seek assistance with the Director of Student Support Services to document the need for a temporary Accommodation.

## **VII. Grievances & Appeals**

### **A. Discriminatory Harassment Grievances**

Piedmont University ("The University") is committed to maintaining an environment that is free of unlawful harassment and discrimination. In accordance with federal law and its commitment to a fair and open campus environment. It is the policy of Piedmont University not to discriminate in its educational programs, activities, or employment on the basis of sex, gender identity, sexual orientation, physical or mental disability, pregnancy, race, age, religion, color, national or ethnic origin, veteran status, genetic information, or any other category protected by applicable federal, state, or local law. The Office of Compliance, Equity & Inclusion handles all complaints related to the above. Students or employees who wish to report discriminatory harassment should contact the Title IX Coordinator at [titleix@piedmont.edu](mailto:titleix@piedmont.edu).

### **B. Denial of Accommodations & Barrier Access Grievances**

Piedmont University is dedicated to meeting its obligations under the ADA, ADAAA, and Section 504 of the Rehabilitation Act of 1973, as well as meeting its own deeply rooted commitment to its students and employees. Piedmont University has therefore adopted an internal appeals process for the prompt and equitable resolution of complaints or disagreements regarding accommodations, modifications, and/or auxiliary aids and services for courses, programs, activities, facilities, jobs, or services at Piedmont University. When a student or employee is:

- dissatisfied with The Director of Student Support Services determination that they are not eligible for a temporary accommodation;
- feels that an accommodation, modification, and/or auxiliary aid or service is not appropriate, reasonable, or effective;
- or the student has been denied a request for a temporary accommodation, or modification to an existing accommodation;
- or an approved accommodation is not being provided/implemented;
- or feels that there is a lack of physical access to campus facilities or programs

The student can choose to report the incident through either of the following procedures:

#### **1) Consult with the Title IX, ADA and Compliance Coordinator**

- a) Students can discuss their concerns and review the process and policy by which the eligibility and subsequent accommodation request was reviewed.
- b) Discuss concerns about physical access to campus facilities or programs to determine, facilitate, and seek a resolution.
- c) If a student has not been provided with an approved accommodation and/or it is not being implemented, the student should immediately notify the Title IX, ADA and Compliance Coordinator to engage in an interactive process to seek resolution.
- d) Students are able to submit additional documentation for review at any time.

#### **2) Consult with the Vice President of Student Affairs**

- a) If the complaint is regarding the Director of Student Support Services or representative.
- b) If concerns persist, the student can submit this Temporary Accommodation Appeal Form by email or fax to the respective individual, Vice President of Student Affairs, within five (5)

Working Days of when the student/employee was notified of the eligibility and/or temporary accommodation decision, accommodation modifications decision, or the persistent denial or lack of implementation of an approved accommodation.

c) The respective individual will review the appeal request in light of all relevant information and may interview the Director of Student Support Services, student, employee, supervisor, program administrator, faculty, or other relevant parties, and will notify the student or employee in writing of the final decision in a timely manner. The decision of the respective Vice President as listed above is final.

### **3) Complaint to the Office for Civil Rights (OCR)**

a) The availability and use of this Grievance Procedure does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights (OCR). A student or employee may file a formal complaint with OCR if the student or employee believes he or she has been denied a reasonable accommodation in violation of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or the ADA Amendments Acts of 2008. That office will determine whether a further investigation is warranted.

Information about how to file a complaint with OCR can be obtained from:

Atlanta Office  
Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406  
Facsimile: 404-974-9471  
TDD: 800-877-8339  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

## **VIII. Institutional Contact Information**

Please contact the individual listed below if you have questions or concerns about temporary academic accommodations.

### **Ineke Dyer**

Director of Student Support Services

[idyer@piedmont.edu](mailto:idyer@piedmont.edu)

o: 706-778-8500 ext:1503

Office: Lane Hall Office #102

For more information please visit [Disabilities Support | Piedmont University](#).

## **IX. Policy Adoption, Review, and Approval**

### **A. Policy Revised**

| <b>Date</b> | <b>Entity</b> | <b>Action</b> |
|-------------|---------------|---------------|
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|          |                                          |                                 |
|----------|------------------------------------------|---------------------------------|
| 07-11-24 | Student Support Services                 | Rewrite of Temp. Accommodations |
| 12-15-22 | Office of Compliance, Equity & Inclusion | Rewrite of P&P                  |

**B. Policy Issued**

Approved by Senior Leadership Team on:

12 -02-24