

KansasCOM ADA Service Frequently Asked Questions (FAQs)

The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and require that reasonable accommodations be provided to all qualified students with disabilities in all programs and activities within the control of the institution, provided such accommodations would not impose an undue burden on the school and/or fundamentally alter the nature of the service, program or activity provided. Determination of reasonable accommodations and compliance with ADA and Rehabilitation Act for students are managed by campus administration. No student shall be retaliated against for seeking accommodation under this policy.

1. Who do I contact with questions I may have pertaining to disability related issues?

KHSC-KansasCOM provides support services for students with disabilities coordinated through the Office of Student Affairs and Services. Students can email Student Affairs at the following address: KHSCstuaffairs@kansashsc.org

In addition, students can email the Disability Services Coordinator:

Dr. Richard Winslow

Office #431

rwinslow@kansashsc.org

2. Do I have to inform KHSC-KansasCOM that I have a disability?

No. However, if you require an academic adjustment or disability services, you must identify yourself to KHSC-KansasCOM as having a disability. Likewise, you should inform the school about your disability if you want to ensure that you are assigned to accessible facilities and provided appropriate services. Disclosing a disability is always voluntary. Please note that accommodations are not retroactive.

3. What academic adjustments are available at KHSC-KansasCOM?

Appropriate academic adjustments/accommodations are determined based on disability and individual need. In providing an academic adjustment/accommodation, KHSC-KansasCOM will not lower or effect substantial modifications to essential curricular requirements. For example, extended testing time might be an agreed upon accommodation, but KHSC-KansasCOM will not change the substantive content of the test. In addition, KHSC-KansasCOM does not have to make modifications that would fundamentally alter the nature of a service, program, or activity, or would result in an undue financial or administrative burden. Finally, KHSC-KansasCOM does not provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

4. If I want an academic adjustment, what should I do?

The Office of Student Affairs and Services manages services for qualified disabled students requiring reasonable accommodations. In order to request accommodations, please complete an Accessibility Accommodations Request Form available on our website, attach any supporting documentation, and forward to the Disability Services Coordinator:

Richard Winslow, Ph.D.

Associate Dean for Student Affairs and Services

Office #431

rwinslow@kansashsc.org

Submitting scanned forms and documents via email is the preferred submission method because it is considered the most secure. However, you may also submit your documents by delivering them directly to the Student Affairs office.

5. When should I request an academic adjustment?

Although an academic adjustment may be requested at any time, it is best to request it as early as possible. In order to ensure adequate processing time and time to arrange for an appropriate academic adjustment, KHSC-KansasCOM asks that requests be submitted a minimum of three to 6 weeks prior to the start of the term for which the accommodation is being requested. Typically, the turn-around time on such a request is 3 to 6 weeks.

6. What documentation must I provide?

See the following [link](#) for all required documentation.

7. Once the school has received the necessary documentation from me, what should I expect?

Your request will be reviewed in light of the essential requirements for your program to help determine an appropriate academic adjustment. It is important to remember that the medical school is not required to lower or waive essential program or course requirements. If you have requested a specific academic adjustment, the school may offer that academic adjustment or an alternative one, if the alternative also would be effective. You will most likely be contacted to discuss your request. Identifying an appropriate academic adjustment is an interactive process that may require multiple conversations and could include other school administrators or faculty members. Once your request is reviewed, you will receive a letter outlining your approved academic accommodations that you must provide to your instructors in a timely fashion before each semester.

It is your responsibility to communicate with your instructors at the beginning of each semester about your accommodations by providing them a copy of your "Letter of Academic Accommodations" should you require academic adjustments/accommodations.

8. What about confidentiality?

KHSC-KansasCOM keeps your records and the status of your disability in the strictest of confidence. Release of any information regarding your disability or the services you receive will only occur through written permission or in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) which may compel the school to release information to school officials on a need-to-know basis.

It is your choice if you wish to disclose your disability to your instructors. To protect your privacy, your letter approving accommodation(s) will not include information about the nature of your disability. ***It is your responsibility to present this notice to your instructor(s) in the beginning of each semester in order to receive accommodations in your courses.***

9. What if the academic adjustment is not working?

Let the Disability Services Coordinator know as soon as you become aware that the results are not what you expected. It may be too late to correct the problem if you wait until a course or activity is completed. The Disability Services Coordinator will work with you to resolve the problem, where possible.

10. Are accommodations retroactive?

No. Accommodations are not retroactive. Accommodations for students with disabilities do not take effect until you have self-identified to the Disability Services Coordinator, provided appropriate documentation, completed the appropriate application, been approved eligible for accommodations, and received a letter of approved accommodations. If you feel you are struggling with your courses due to your disability, it is in your best interest to approach the Disability Services Coordinator prior to the start of the upcoming term to provide yourself the best possible opportunity for success.