



## **University Policy for Accommodating Students and Applicants with Disabilities**

MBKU is committed to full and equal opportunities for all students and applicants. MBKU does not unlawfully discriminate against qualified applicants or students with disabilities and encourages their full participation within the MBKU community. To this end, MBKU accepts and supports qualified students and applicants with disabilities and complies with the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities.

### **Disability Defined**

Disabilities include any physical or mental impairment(s) that limit one or more major life activities, or a record of such limiting impairment.

Applicants or students with disabilities seeking to enroll in any program, service or activity of MBKU must be able to meet the minimum standards of MBKU and the particular program, service or activity with or without a reasonable accommodation.

### **Requesting Reasonable Accommodations**

MBKU provides reasonable accommodations to otherwise qualified applicants and students with known physical or mental disabilities, unless it would create an undue hardship or fundamentally alter the nature of the academic program, service or activity. MBKU will remove barriers where readily achievable and/or provide alternative measures when removal of barriers is not readily achievable. Applicants or students needing accommodations must make their needs known in advance. MBKU cannot provide an accommodation when it does not know that an accommodation is required.

Applicants or students with disabilities may request accommodations at any time. However, because MBKU must have time to review and approve the request before making accommodations and because some accommodations take more time to provide, applicants or students with disabilities should contact MBKU and request an accommodation as soon as possible. The MBKU Vice President for Student Affairs serves as the Disability Services Coordinator. All requests are submitted to the Disability Services Coordinator.

Applicants who do not need a reasonable accommodation during the application process are encouraged to wait until after they are admitted into their respective academic program to request accommodations. If accommodations are required, the applicant must contact the Disability Services Coordinator to initiate the request. Students are encouraged to complete the "Request for Accommodations and Services Form" located on the [portal](#) to request an accommodation. Applicants or students should specify in what way they are limited by their disability to participate in the MBKU community, what accommodation(s) they believe are needed and provide appropriate documentation from qualified professionals. The Disability Services Coordinator may determine that corroborating documentation of a disability is not necessary when the nature and extent of the disability is evident.

The Disability Services Coordinator will review the situation with the applicant or student to identify possible accommodations, if any. If a reasonable accommodation can be identified which will not impose an undue hardship or fundamentally alter the nature of the academic program, service, or activity, then MBKU will make the accommodation. If there is more than

one possible accommodation, MBKU will decide which option will be provided. The Disability Services Coordinator makes these determinations and the determination is subject to the appeals procedure discussed below. The Disability Services Coordinator will notify the applicant or student, the student's Dean, administrators and appropriate faculty members, as necessary, of any accommodations to be provided.

MBKU maintains appropriate confidential records in accordance with law.

### **Service and Emotional Support Animals**

Service animals are permitted in all areas of MBKU campuses and facilities that are open to the public, program participants, clients, customers, patrons or invitees, as relevant. Service animals are animals that have been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the service animal must be directly related to the person's disability.

Students with disabilities who use service animals are requested to contact the Disability Services Coordinator. Service animals must be housebroken and kept under control by a leash, or other tether, unless the person is unable to hold those, or such would interfere with the service animal's performance of work or tasks. In that case, the person must use voice, signal or other effective means to maintain control of the animal. The owner is liable and responsible for the animal's behavior and activities while in any MBKU setting. MBKU is not responsible for any aspects of caring for or supervising a service animal.

When it is not apparent that the animal is trained to do work or perform tasks for an applicant or student with a disability, MBKU may ask if the animal is a service animal required because of a disability and what work or task the animal has been trained to perform.

Emotional support, therapy, comfort or companion animals are generally not service animals under the ADA because they have not been trained to perform a specific job or task. Such animals, if not service animals, must follow MBKU's "Non-Service Pets on Campus" policy. Applicants or students requesting to use an emotional support, therapy, comfort or companion animal in University-owned housing or for employment must contact the Disability Services Coordinator. Such approval will not generally extend to MBKU classrooms, laboratories, clinical facilities or other campus or University-owned buildings.

### **Informal Procedures**

Applicants or students may disagree with the determination made by the Disability Services Coordinator concerning accommodations and/or removal of barriers. Applicants or students are encouraged to work with MBKU informally to resolve their concerns at any stage in the request for accommodations process and may address their concerns with the Disability Services Coordinator, their Dean or other Student Affairs personnel. Applicants or students may opt out of this informal process and move directly to the formal processes.

### **Appeals Process for Decision made by the Disability Services Coordinator**

Applicants or students who are dissatisfied with the determination made by the Disability Services Coordinator concerning accommodations and/or removal of barriers may appeal the decision. The Senior Vice President and Chief of Staff serves as the ADA/504 Coordinator and reviews all appeals. Applicants must contact the ADA/504 Coordinator to initiate the appeal. Students must submit an appeal in writing using the "Disability and Accommodation Appeal Form" on the [portal](#). The ADA/504 Coordinator will review the appeal form and interview the

applicant or student to discuss the applicant or student's appeal. The decision of the ADA/504 Coordinator will be final.

**Contact Information**

MBKU Student Disability Services Coordinator

Carmen Barnhardt, OD, MS Ed

Vice President for Student Affairs

StudentAffairs@Ketchum.edu | cbarnhardt@ketchum.edu | 714-449-7423

MBKU Americans with Disabilities Act (ADA)/504 Coordinator

Julie Schornack, OD, MEd

MBKU Senior Vice President and Chief of Staff

jschornack@ketchum.edu | 714-463-7503