

Student Disability Accommodation

Goals

Keller Graduate School of Management's goal is to create an environment free from harassment, discrimination or retaliation based on disability, in which students with disabilities are welcomed to engage in an open dialogue with the school about appropriate accommodation options and Keller's campus and online programs, activities, and facilities are accessible to students with disabilities. In service of its mission to help students reach their educational goals, Keller will provide appropriate reasonable accommodations to qualified individuals with documented disabilities in compliance with the Americans with Disabilities Act and all applicable federal, state, or local laws that provide for non-discrimination against qualified individuals with disabilities. Keller makes no assumptions concerning any individual's abilities or disabilities and will make an individual assessment in response to each request to determine if the needs of the student can be met in his or her program of choice.

Process

The accommodation process begins when a student or applicant discloses a disability and requests an accommodation. A student seeking accommodations should first contact the Office of Student Disability Services. You may reach the office by calling 877-496-9050 option 1 or by emailing adaofficer@keller.edu. Students or applicants who self-disclose a disability to an instructor, campus administrator, admissions advisor, or student services representative and request an accommodation will be referred to the Office of Student Disability Services and appropriate Accommodation Coordinator, who will work directly with the student regarding the request.

The Accommodation Coordinator will ask the student to complete an accommodation request form specifying his or her impairment and the requested accommodation. The student must provide recent (generally no more than five years old) certification and/or documentation from a qualified medical or educational professional that (a) provides a specific diagnosis; and (b) recommends specific accommodations that might be helpful to the student in an academic setting based on the diagnosis.

The Accommodation Coordinator will evaluate the student's request and supporting documentation and request or obtain any additional input, including additional supporting documentation as appropriate to determine whether the student's request should be granted or denied. If the student's request is granted, the Accommodation Coordinator will work with the student and any school personnel (e.g., instructors, test administrators) who will help implement the approved accommodation(s). If the student's request is denied, the Accommodation Coordinator will engage in a dialog with the student to explore any alternative reasonable accommodation options, if appropriate.

Once accommodations have been implemented, the student should continue to work with the Accommodation Coordinator and Office of Student Disability Services on any accommodation-related needs. If the student experiences difficulty in implementing or obtaining approved accommodations, the student must notify the

Accommodation Coordinator for assistance in rectifying the situation as appropriate. Accommodations are granted on a campus-by-campus basis because different resources may be available depending on the campus location. While the same accommodations may well be available, adjustments may be necessary due to the new location or modality. A student with accommodations who transfers to a new campus location or begins to take classes online must request accommodations through the Office of Student Disability Services using the process described above. Requests for additional or modified accommodations must be submitted in writing to the Accommodation Coordinator and Office of Student Disability Services using the same process described above.

A student who believes that he or she has been discriminated against due to a disability should contact the Office of Student Disability Services to address the immediate situation. If the Accommodation Coordinator is unable to resolve the student's issue, the student may lodge a complaint or grievance as outlined in the student handbook.