

Services for Persons with Disabilities

POLICY STATEMENT

The University of San Francisco is committed to achieving equal educational opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, and Title III of the Americans with Disabilities Act of 1990, it is USF's policy that no qualified individual shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any University sponsored program or activity.

STUDENT RIGHTS AND RESPONSIBILITIES

1. Every student with a documented disability or disabling condition has the right to:
 - A timely intake assessment to determine reasonable accommodation eligibility.
 - Equal access to University courses, programs, services, jobs, activities and facilities.
 - Reasonable and appropriate academic and physical accommodations, as determined on a case-by-case basis through an interactive process between the student and the University.
 - Appropriate confidentiality of all information pertaining to his/her disability or condition.
2. Every student with a documented disability or disabling condition has the responsibility to:
 - Meet the University's qualifications and academic standards for participation in programs and activities with or without reasonable accommodations.
 - Identify him or herself to appropriate University personnel as a student with a disability or a disabling condition.
 - Follow the reasonable accommodations eligibility determination procedures outlined in the Student Disability Services Handbook.
 - Provide documentation from a qualified professional source that verifies the nature of the disability or disabling condition, the functional limitations resulting from the disability or disabling condition, and the need for specific reasonable accommodations.
 - Recognize that accommodations cannot be provided, regardless of eligibility, unless the eligibility determination process is initiated and completed in a timely manner.

INSTITUTIONAL RIGHTS AND RESPONSIBILITIES

1. The University of San Francisco has the right to:
 - Set and maintain the University's academic standards.
 - Request current, comprehensive documentation to verify a student's need for reasonable accommodations in the University setting.
 - Discuss a student's need for reasonable accommodations with the professional source of his/her documentation (with the student's signed consent authorizing such discussion).
 - Discuss the nature of course, curriculum, program or degree requirements with University personnel responsible for the particular course, curriculum, program or degree.
 - In collaboration with appropriate University faculty and administrative staff, share information regarding a student's disability on a need-to-know basis, in order to facilitate the interactive reasonable accommodation process.
 - Designate a student's accommodations from a range of equally effective reasonable accommodations.
 - Periodically review recommended reasonable accommodations to ensure their continued reasonableness in a particular classroom setting or environment.

- Deny a request for a specific accommodation if documentation is inadequate or not provided in a timely manner, if the accommodation is unreasonable, or if an equally effective accommodation is being offered.
 - Refuse to provide a requested accommodation that is unreasonable or inappropriate including any that pose a direct threat to the health and safety of self or others, constitute a fundamental change or alteration to a course or program, or pose an undue burden on USF.
2. The University of San Francisco has the responsibility to:
- Determine and provide reasonable and appropriate accommodations in a timely manner for eligible students with disabilities or disabling conditions.
 - Provide information regarding policies and procedures to students with disabilities in a reasonably accessible format and in a timely manner.
 - Evaluate students' academic progress as fairly as possible, without altering the academic standards for each course, and without regard to disability.
 - Maintain appropriate confidentiality of records and communication concerning students with disabilities or disabling conditions (except where disclosure is required by law or authorized by the student).
 - Coordinate with faculty and staff to ensure recommended accommodations are implemented, and appropriate for each individual course.

PROCEDURES FOR SEEKING ACCOMMODATIONS

Please contact the appropriate office or department to arrange or obtain accommodations for the following disabilities or disabling conditions:

- Learning Disabilities
 - Attention Deficit Disorder
 - Asperger's Syndrome
 - Disabling health impairments or systemic illnesses
 - Head injuries
 - Hearing impairments
 - Physical, orthopedic or mobility disabilities (including temporary disabilities)
 - Psychiatric or psychological disabilities
 - Visual impairments
1. Academic Programs
To obtain academic accommodation eligibility or policy information related to student academics, please contact:
Student Disability Services
Gleeson Library, Lower Level 20
Phone: (415) 422-2613 Fax: (415) 422-5906 TDD: (415) 522-5834
E-mail sds@usfca.edu
2. Cocurricular Programs and Activities
To arrange accommodations for University-related extracurricular activities, contact the office responsible for arranging the activity or interest. Some examples:
- Alumni events: Contact the Alumni Relations Office at (415) 422-6431.
 - ASUSF: For events or activities sponsored by the Associated Students of USF contact ASUSF at (415) 422-2400.

- Athletic events: Contact the Athletics Department at (415) 422-6891.
 - Commencement related events: Contact The Graduation Center in the in the One Stop office at (415) 422-2020.
 - University-sponsored Conference events: Contact the Lone Mountain Conference Center at (415) 422-6166.
 - Fromm Institute activities: Contact the Fromm Institute at (415) 422-6805.
 - Student Housing and Residential Education (SHaRE): For events or activities sponsored by SHaRE please contact (415) 422-6824.
 - Department of Student Leadership and Engagement: For events or activities sponsored by the Department of Student Leadership and Engagement contact the office at (415) 422-7256.
3. Faculty and Staff Employment
To obtain accommodation eligibility or policy information related to faculty and staff employment at USF contact:
Human Resources Office, Lone Mountain 339
Phone: (415) 422-6707
4. Parking and Transportation
To obtain eligibility or policy information related to Parking and Transportation on campus please contact:
Parking and Transportation
Public Safety, University Center 5th Floor
Phone: (415) 422-4222
parking@usfca.edu
5. Facilities Access
To report malfunction in public access campus equipment or facilities (e.g., elevators, automatic doors, accessible rest-rooms, etc.), please contact:
Facilities Management
Hayes-Healy, Lower Level
Phone: (415) 422-6464
6. Campus Technology
To report malfunction or for assistance with campus technology or assistive equipment, please contact:
Information Technology Services Help Desk
Harney Science Center 222
Phone: (415) 422-6668
itshelp@usfca.edu

[PROCEDURES FOR FILING A GRIEVANCE](#)

Click the above link

To initiate formal grievance proceedings contact:
ADA Coordinator
Human Resources Lone Mountain 339
Phone: (415) 422-6707