

Disability Resource Center's Perception regarding their role in Retroactive Withdrawal Committee (SRWAC) (Statements made to the University Appeals Board by a member of the DRC staff)

- The DRC indicates the committee should provide specific reasons for a denial request
- The DRC has broad discretionary authority to do as they see fit as it relates to retroactive withdrawals
- The SRWAC has only "guidelines" for making decisions
- Once the DRC has sent a letter or made a statement about a student's disability, the committee has no choice to approve the request

Summary of Rules and/or posted roles and duties of DRC role regarding the Retro Withdrawal Process (Excerpts from CELT/disabilities website; Student Affairs/disability resource center; distance learning/current/resources/drc)

- Support and advocate for equal access for students with documented disabilities
- Respect the integrity and academic standards of curriculum
- Protect the University from liability
- Advocate for the student and represent the DRC in the RWA process
- Consult with students/parents/faculty
- Test and/or determine "permanent" disability diagnosed after the semester for which the retroactive withdrawal is being requested (5.1.8.5[3{d}])

Proof of Disability as stated in Student Affairs Resource Center

- Learning Disabilities
 - Professionals conducting assessments of disabilities must be credentialed or licensed professionals and have experience in assessing learning disabilities in adolescents and adults
 - Information must be no more than three (3) years old
 - Information is evaluated for validity by qualified University personnel with current expertise in LD evaluations
 - Documentation should include a complete profile of test results, including subtest scores

Senate Rules Pertaining to RWA's Scope of Responsibility (5.1.8.5, attached)

- The Committee shall decide all student requests for retroactive withdrawals
- A student who makes a request for a single course and the request is denied may make a request for the entire semester
- A request for a Retroactive Withdrawal must be made prior to graduation and not more than two (2) years after the end of the semester in which the classes were taken
- Students must provide demonstrated evidence that:
 - A serious illness or injury
 - Serious personal or family problems
 - Serious financial problems
 - Permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested
- There is no provision for a dean to block, overturn or appeal a SRWAC decision
- There is no "cause of action" to appeal the SRWAC's decision to either an administrator or another committee, except if the student attempts the actions were a violation of the academic rights

Issues to be Resolved:

- 1) Clarification of role of DRC in RWA deliberation of Student request for Retroactive Withdrawal
- 2) Clarification of timeframe for validation of disability, currently past three (3) years
- 3) Clarification on extent of advocacy of by DRC
- 4) Clarification of SRWAC's ability to review the entire file and make a fair and equitable determination
- 5) Clarification of whether disability is a temporary or permanent disability



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Disability Resource Center

The Disability Resource Center will work with all students who have a documented disability which requires academic accommodations for your Distance Learning course. In order to receive accommodations in your Distance Learning course please contact your instructor as soon as possible and provide them with a Letter of Accommodation from the Disability Resource Center.

If you have not already done so, please register with the Disability Resource Center for coordination of accommodation services available to students with disabilities.

Disability Resource Center Contact Information

Phone: 859-257-2754

Email: jkarnes@uky.edu

Address: Room 2 Alumni Gym (corner of Avenue of Champions and South Limestone Street)

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University of Kentucky - Disability Resource Center

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Welcome Visitors

Students with documented physical, learning, or temporary disabilities may receive assistance and support from this office. See [documentation guidelines](#) for more information.

The goal of the Disability Resource Center is to provide equal access to students who are eligible. We advocate for reasonable accommodations, removal of barriers, and acceptance of different learning methods. In partnership with students, faculty, and staff, our purpose is to achieve an accessible educational environment where students with disabilities have an equal opportunity to fully participate in all aspects of the university community.

It is recommended that students contact the Disability Resource Center early to request specific assistance so that the required medical or psychological documentation can be reviewed and reasonable accommodations can be provided from the beginning of class work in order to achieve the greatest benefit to the student.

disability resource center . university of kentucky . 2 alumni gym . lexington, ky . 40506-0029 . [V/TDD](#)
(859) 257-2754 . fax (859) 257-1980

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information for faculty

Information for Faculty

As a service to the student and faculty of the University of Kentucky the Disability Resource Center offers Accommodated Testing Services. All Accommodated Testing Services are coordinated through Lindsay Jansen, Disability Program Assistant with the Disability Resource Center. Please make arrangements for accommodated exams 48 hours prior to semester exam dates and 14 days (2 weeks) prior to final exam dates. Below are the procedure and policies for making Accommodated Testing Arrangements:

Scheduling Process

- Students are to provide their instructors with a Letter of Accommodation from the Disability Resource Center.
- If a student is requesting accommodated testing and the instructor has NOT received a Letter of Accommodation from the Disability Resource Center the student should be referred to the Disability Resource Center, Room 2, Alumni Gym.
- Once an instructor has received a Letter of Accommodation from the Disability Resource Center and if their Academic Department/Unit HAS the resources: room availability, staff, etc., to arrange accommodated testing we ask that you please do so.
- If the Academic Department/Unit DOES NOT have the resources to arrange accommodated testing the instructor may use the Disability Resource Center's Optional Testing Services. When scheduling exams through the DRC the instructor should have numbers 1 through 9 below prepared.
 1. Complete the Online "Accommodated Testing Form" and Submit the form Online, Print and Fax to the DRC office (859) 257-1980 or Hand-Deliver to the DRC Office, Room 2, Alumni Gym, or contact Lindsay Jansen, by email: lbstew2@email.uky.edu, by office phone: (859) 257-2754, or by office cell: (859) 967-7285 (local call)

If you e-mail you must include the following:

1. The Instructor's Name and Contact Information
2. The Student's Name
3. The Course & Course Number
4. The Semester listed on the Accommodation Letter
5. All Scheduled Exam Dates, including Final Exam date
6. How Long the Class has to Complete the Exams & Final Exam
7. What Time of Day the Class Takes the Exam; during Class Time or Common Hour
8. What Time of Day and for how long does the class take the Final Exam (ex. 8:00 am until 10:00am).
9. What materials are allowed during the exam: calculator, scratch paper, books/notes, etc.

Exam arrangements should be made at least 48 hours prior to a semester exam and 14 days (2 weeks) prior to a final exam date to ensure adequate accommodations. Failure to provide adequate notice may result in the accommodations not being available.

2. Exams need to be delivered to Lindsay Jansen by 12:00pm (noon) the day before the scheduled exam.

Instructors can deliver exams by:

EMAIL to lbstew2@email.uky.edu

HAND-DELIVER to room 2, Alumni Gym, Disability Resource Center or

FAX: (859) 257-1980 the exams to Lindsay Jansen.

Instructors are encouraged to contact Lindsay Jansen (either through the Online Submission Form or through e-mail) at the beginning of the semester with all scheduled exam dates as to expedite exam scheduling.

3. The instructor and student will receive an e-mail from the exam coordinator confirming date, time, and location of the exam.
4. All completed exams are to be picked up at the Disability Resource Center, Room 2, Alumni Gym the day after the scheduled exam date

Notes

- It is important that the faculty and students understand that exam proctoring locations are subject to change.
- Students will be required to have their student ID with them in order to take their exam(s).

testingpolicies

DRC Accommodated Testing Policies (revised August 2011)

revised August 2011

When a Student is a "No Show"

If a student is a "No Show" for an accommodated exam, the faculty will be notified and the faculty member will determine if a make-up is allowed. However, the Disability Resource Center may not proctor the make-up exam.

For a one time "No Show", the student will still be eligible to take their accommodated exams through the Disability Resource Center's testing services. Students who are "No Shows" for two exams, within a semester for a specific course, without legitimate reason may be ineligible to take their future accommodated exams through the Disability Resource Center's testing services for that semester.

"Final Exams"

If the faculty member can proctor the student(s) who needs accommodations during the final exam, we ask that you do so.

If the faculty member can not, then it is the INSTRUCTOR'S RESPONSIBILITY to contact Lindsay Jansen with a revised list of the students' names who need the testing center's services for their final exam, **NO LESS THAN 14 DAYS (2 WEEKS) BEFORE THE FINAL EXAM DATE**. Exams will only be scheduled for the students whose names have been provided to the exam coordinator no less than 14 days (2 weeks) prior to the final exam date.

Contact Information:

Lindsay Jansen
 Disability Program Assistant
 Disability Resource Center
 Room 2 Alumni Gym
 Lexington KY 40506

(859) 257-2754 Office
(859) 967-7285 Cell (local call)
lbstew2@email.uky.edu

If inclement weather or extenuating circumstances closes the University of Kentucky, the Disability Resource Center will reschedule semester accommodated exams based on the Instructor's/University's re-schedule process and final accommodated exams based only on the University's re-schedule process.

[Accommodated Testing Online Form](#)

[Accommodated Testing Downloadable Form](#)

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Role of the Disability Resource Center

- To support and advocate for equal access for students with documented disabilities.
- To respect the integrity and academic standards of curriculum.
- To protect the University from liability due to discrimination.

DISCRIMINATION

EQUAL ACCESS

UNFAIR ADVANTAGE

What Services Do We Provide?

Advocate For and Represent Disability Concerns

- Construction/Renovation
- Housing
- Parking/Transportation
- Dept/Faculty Meetings
- Campus Committees
- Retroactive Withdrawal
- Students of Concern
- Veterans Resource Team
- Summer Advising Conference
- High School Transition Fairs
- Local, State, National Conferences/Committees

Coordinate Services for Equal Access

- Sign-Language Interpreters and CART providers for Deaf and Hard-of-Hearing Students/Guests of UK
- Assistive technology
- Classroom accessibility
- Consult with faculty on accessibility of course management systems, websites, electronic documents
- Troubleshoot accessibility issues with distance learning courses
- Support faculty in test accommodation arrangements

Comply with Disability Law and Professional Standards

- Documentation/Eligibility
- Consult with students/parents/faculty
- Ongoing academic counseling, learn/study strategies, brainstorming sessions, referrals
- Course Substitutions
- Accommodation Letters
- Appeal Letters of Support
- Certify Disability for Entrance and Board Exams, Appeal Denials
- Consult with Ombud, Equity Office, Legal Counsel

Flexibility with Attendance*

- Is class attendance truly essential to the course?
- Consider the following questions:
 1. Is the absence a direct result of the student's disability?
 2. Does the faculty member consider attendance an essential aspect of the course?
 3. Does the course reasonably meet one or more of the criteria?
 - ❖ Is there classroom interaction?
 - ❖ Are student contributions a significant component of the learning process?
 - ❖ Is student participation as an essential method of learning?
 - ❖ Does a student's absence affect the educational experience of OTHER students?
 - ❖ What does the course description or syllabus say?
 - ❖ What is the method by which the final course grade is calculated?
 - ❖ What are classroom practices and policies regarding attendance?
 4. Is the attendance policy equally applied?

* Based on Office of Civil Rights Guidelines

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Disability Resource Center

A student surprises you by requesting additional time to take an exam and even requests to complete the exam separate from the class because of a diagnosed learning disability. How do you handle this situation?

According to the Americans with Disabilities Act of 1990, it is the responsibility of the University and all faculty and instructors, as representatives of the University:

- To understand the intentions of accommodations,
- Make arrangements for a time, space, proctor, and plans for having the exam available and returned
- Carry-out the accommodations to meet their intended purpose

To help faculty and students with their rights and responsibilities, the University of Kentucky has the Disability Resource Center located in Room 2 of Alumni Gym.

The Ombud's Office and the University Senate state that the following statement be included in your syllabus:

"If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution."

As the statement indicates, it is up to the student to provide you with the Letter of Accommodation from the Disability Resource Center. Some students may not be aware that they are required to register with the Disability Resource Center in order for their accommodations to be met because in the K-12 setting the accommodations are provided automatically.

The Disability Resource Center provides two testing areas, one in Frazee Hall and the other in Funkhouser Hall, that are monitored, for students who require a separate testing site.

For further information contact Jacob Karnes, the Director of the Disability Resource Center. His e-mail is jkarnes@email.uky.edu and can be reached at 257-2754. The website for the Disability Resource Center is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>