



SUBJECT Handicapped Students

I. PURPOSE

To provide policies and procedures to comply with the requirements of Section 504 of the Rehabilitation Act of 1973.

II. DEFINITION

Handicapped Student means any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

III. POLICY

The University assures handicapped students equal opportunity to reach the same level of achievement as nonhandicapped students in the most integrated setting appropriate to the individual's needs. No qualified handicapped student shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity.

IV. IMPLEMENTATION

The Coordinator of Handicapped Student Services/504 Coordinator for Students will review the University's policies and practices for the purpose of recommending modifications and remedial actions. The Coordinator will have the following responsibilities: counsel with handicapped students and assess need for learning assistance; maintain contact with teachers to ensure that handicapped students receive needed aid; hire and supervise interpreters, readers and other personnel who assist students in the classroom; maintain a directory of community and state agencies which provide services to the handicapped; investigate all student complaints related to Section 504 and coordinate all Section 504 student grievances.

V. GRIEVANCE PROCEDURES

The Student Affairs Committee is designated as the hearing board for all 504 grievances. Complaints alleging that a qualified handicapped student has been excluded from participation in, denied the

benefits of, or otherwise subjected to discrimination in University programs may be filed with the Coordinator for Handicapped Student Services/504 Coordinator for Students. These complaints shall be promptly reviewed by the Coordinator and referred to the Student Affairs Committee.

VI. ADMISSIONS AND RECRUITMENT

There are no limitations upon the number or proportion of handicapped students who may be admitted. Applicants are not required to divulge any physical or mental impairment; therefore, any handicap an applicant may have is unknown to the University and bears no influence on that person's admission.

Special provisions are made to accommodate the needs of handicapped students during orientation and registration periods. It will be the responsibility of the student to submit his/her special requests to the Coordinator of Handicapped Student Services/504 Coordinator for Students. The Coordinator will not assume that students will return the following semester and, therefore, will not automatically make special arrangements unless specifically requested for that semester.

VII. ACADEMIC ADJUSTMENTS

Modifications in academic requirements, when requested by a handicapped individual, will be considered if such modification does not violate the academic integrity of the curriculum or courses. Modification may include substitution of specific courses required for the completion of degree requirements and adaptation of the manner in which specific courses are conducted.

VIII. NOTIFICATION OF HANDICAP AND REQUEST FOR ASSISTANCE

It is the responsibility of the handicapped student to inform the Coordinator of Handicapped Student Services/504 Coordinator for Students of the nature of his/her handicap and request particular accommodations. Procedures have been established whereby the student may remit the request (see Attachment 1).

IX. FINANCIAL AND EMPLOYMENT ASSISTANCE TO STUDENTS

Financial aid and student employment are granted without regard to a person's handicap. Assistance in securing outside employment includes posting job vacancies from establishments which attempt to hire students via campus bulletin boards. Only equal opportunity employers are permitted to advertise on campus.

AUTHORIZED	<u><i>Gloria Raines</i></u> Gloria Raines Vice Chancellor for Student Affairs	<u>8-27-90</u> Date	<u>8-29-90</u> Effective
APPROVED	<u><i>E. Grady Bogue</i></u> E. Grady Bogue Chancellor	<u>8-27-90</u> Date	<u>8-29-90</u> Effective

NOTIFICATION OF HANDICAP & REQUEST FOR ASSISTANCE

I am a handicapped person afflicted by an impairment which substantially limits one or more major life activities (such as caring for myself, performing manual tasks, talking, seeing, hearing, breathing, learning, or working). I request special assistance from Louisiana State University in Shreveport as follows:

Student Name _____

Student I.D. _____

- [] Request approved without medical confirmation.
[] Request approved after medical confirmation with
Name of Physician(s) _____
[] Request disapproved for the following reason(s):

Date _____

Jane Upshaw, Assistant Director of
Financial Aid and Coordinator of
Handicapped Student Services