

Students new to the University are advised to have a meningitis immunization. Meningitis immunization is available at the Health Center. **All students are required to read the Meningitis Health Advisory.**

## **Disability Services**

The Office of Diagnostic Testing and Disability Services is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act, Section 504 and Americans with Disability Act (ADA). Students are encouraged to become self-advocates; however, the office provides leadership in advocating for removal of attitudinal and physical barriers that may impede successful progression toward achievement of the student's educational objectives.

Students requesting service through the Office of Diagnostic Testing and Disability Services must self identify and meet eligibility requirements each semester. Services are based on medical recommendations, individual assessments and generally involve academic accommodations that will support the student's success.

## **ADA Resources**

The office exists to create and sustain a supportive environment that includes policies and practices that assist persons with disabilities to achieve their fullest potential. The office provides direct, individualized services to persons with disabilities based on their needs and the level of disability. Accommodations may include, but are not limited to, extended time for testing and or assignments, interpreter services, note taker assistance, use of tape recorders and other accommodations as needed. Assistive technology services include loaner wheel chairs, adapted computers, spelling and grammar checks and colored overlays for dyslexic readers. Also, if requested, the office makes referrals to additional campus support service providers and external agencies.

The Office offers individualized psycho-educational testing for students who suspect they may have a learning disability. For information about eligibility, academic accommodations, testing and additional services, visit Evans Hall, Room 317.

## **Grievance Procedure – Steps to Resolution**

**Informal Grievance:** Students who wish to raise a specific grievance regarding the University's compliance with the Americans with Disabilities Act (ADA) may request assistance from the Office of Diagnostic Testing and Disability Services to informally resolve the issue with faculty or staff.

**Formal Grievance:** Students electing to file a formal grievance must complete the Complaint Form in the Office of Diagnostic Testing and Disability Services. The grievance should be submitted within 30 business days of the incident.

The Director of Diagnostic Testing and Disability Services will conduct an impartial investigation and attempt to resolve the grievance, as appropriate, using the following steps:

1. Review the grievance Complaint Form from the student
2. Interview witnesses
3. Obtain additional information from the student, as needed
4. Obtain a response and any additional information deemed necessary from the Respondent
5. Document and assess the finding of facts, including those agreed upon and those disputed
6. Attempt a resolution of the grievance between the student and the Respondent as deemed necessary
7. Make a determination based on the substantiated facts provided

A Determination Letter of the findings will be provided to the student, the Associate Provost for Academic Affairs and the Associate Vice President for Student Affairs. If the complaint is substantiated, the Determination Letter will outline how the student accommodations should be addressed. The student, the Respondent, and, as appropriate, the department head, and dean will be notified in writing of the outcome of the complaint.

The Director of Diagnostic Testing and Disability Services will complete the investigation and report within 30 days unless mitigating circumstances occur and it is approved by the Vice President for Student Affairs and Institutional Relations. If the grievance is against the Office of Diagnostic Testing and Disability Services, the Complaint Form should be submitted to the Associate Vice President for Student Affairs who will then determine the appropriate person for conducting the investigation.

### **Appeals**

The student may appeal in writing the determination made by the Director of Diagnostic Testing and Disability Services to the Vice President for Student Affairs and Institutional Relations by filing a written appeal within five (5) business days of receipt of the Determination Letter.

The Vice President for Student Affairs and Institutional Relations will conduct a review with advice from the Office of General Counsel of the student's appeal within 15 business days of receipt. The review will determine if the appeal:

1. Alleges “new” facts, which if true, would demonstrate a violation of an anti-discrimination statute or regulation;
2. Contains “new” allegations that appear to be substantially credible;
3. Addresses a violation, which if true, results in a personal wrong to the grievant; and
4. Is not frivolous.

If the Vice President for Student Affairs and Institutional Relations finds that the appeal does not meet all of the above criteria, he/she will terminate the appeal and notify the student.

If the Vice President for Student Affairs and Institutional Relations finds that the complaint meets all of the above criteria, he/she will conduct a complete review of the “new” information and make a determination. The Vice President for Student Affairs and Institutional Relations will conduct interviews and obtain information, as deemed appropriate and necessary, and will draw a conclusion to uphold, modify, or reverse the original determination by the Director of Diagnostic Testing and Disability Services.

The Vice President for Student Affairs and Institutional Relations will issue his/her final report in response to the appeal. The report will summarize actions taken and determination made. The determination of the Vice President is final.

### **Safety and Security Services**

Prairie View A&M University is dedicated to ensuring the physical security and personal safety of its community members. The University strives to provide all students, faculty, and employees with a safe environment in which to learn and work. Achieving and maintaining this environment requires that all persons commit themselves to being responsible, active participants in the exercise of safety and security. Members of the University community must be knowledgeable of the rules and procedures governing the maintenance of a safe, secure environment.

To promote the safety and security of the campus and its community members, Prairie View A&M University has established both the Environmental Health and Safety Department and the University Department of Public Safety. For information on safety training or to report unsafe conditions please call (936) 261-1746, visit [www.pvamu.edu/ehsd](http://www.pvamu.edu/ehsd) or email [ehsd@pvamu.edu](mailto:ehsd@pvamu.edu).

The Prairie View A&M University Department of Public Safety operates 24 hours daily and provides police, fire, civil defense, and other emergency services to the University. Officers enforce University regulations as well as county and municipal ordinances, and state and federal laws. As peace officers, they are vested with all powers, privileges and immunities of peace officers while in the performance of their duties.

To request non-emergency responses to fire, medical or police situations call (936) 261-1375 on campus. In emergency situations, call (936) 261-4911 directly from any University extension.