



**POLICY STATEMENT 44
SERVICES FOR PERSONS WITH DISABILITES**

POLICY DIGEST

Primary Monitoring Unit: AA/EEO and Title IX Officers
Initially Issued: June 9, 2003
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I. DEFINITIONS

ADA Coordinators. There are two University offices designated to oversee the comprehensive administration of this policy and to ensure institutional compliance with the Americans with Disabilities Act. For students, the coordinator is the Dean of Student Engagement, located in the Mumphrey Center, Room 112. The contact information is: email at stuaff@lsue.edu or phone at 337-550-1219. For employees, the coordinator is the Office of Human Resources located in the Science Building, Room 118. The contact information is: email at hr@lsue.edu or phone at 337-550-1222.

Employee. An individual who has accepted an offer of employment and is currently employed with the University.

Person with a Disability. An individual "who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." Major life activities and major bodily functions include "caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning. Impairments include alcoholism, blindness/visual impairment, cancer, cerebral palsy, deafness/hearing impairment, diabetes, drug addiction, epilepsy, heart disease, mental illness, intellectual disability, multiple sclerosis, muscular dystrophy, orthopedic or speech problems, or perceptual handicaps, such as dyslexia or developmental aphasia."

Prospective employee. An individual who has submitted an application for employment with the University but has not been offered and/or accepted an offer of employment.

Prospective student. An individual who has submitted an application for admission with the University for an upcoming semester/term, but who has not registered for classes.

Student. An individual enrolled in classes for an upcoming or current semester/term.

II. GENERAL POLICY

The University shall ensure effective communication and provide equal opportunity to access University programs, services, activities, and facilities. The University shall not discriminate, harass, or retaliate against an individual requesting and/or receiving disability accommodations or for having a relationship or association with another individual with a known disability.

41 Accommodation requests should clearly state what accommodation is being requested, and the
42 University representative charged with reviewing and approving/denying accommodations
43 requests should clearly communicate and document the rationale for decisions made for all
44 submitted requests.

45 The ADA Coordinators are charged with the overall administrative responsibility for coordinating
46 the delivery of disability accommodations and publishing institutional policies regarding them.

47 This policy shall be summarized in the [Academic Catalog](#), [Employee Handbook](#), and in other
48 appropriate institutional publications.

49 **III. POLICY FOR EMPLOYEES**

50 LSU Eunice is committed to engaging in the interactive process of working with prospective and
51 current employees to provide reasonable accommodations to individuals with a disability for the
52 purposes of participating in the application and interview process, performing the essential
53 functions of the job, providing equal opportunity to access the benefits and privileges of
54 employment.

55 A. Accommodation Request Process for Employees.

56 Prospective and current employees submit requests for disability accommodations to
57 Human Resources at hr@lsue.edu with the following:

- 58 1. Identification of the nature and type of the disability related to the requested
59 accommodation;
- 60 2. Statement of the specific accommodation(s) being requested; and
- 61 3. Verifiable third-party documentation from a qualified professional.

62 Human Resources reviews and shall respond to accommodation requests within ten (10)
63 business days. Human Resources decisions may be made in consultation with the LSU
64 ADA Coordinator. Documentation of accommodation requests, approved/denied
65 accommodations, rationale for approval/denial decisions, and other documentation
66 related to accommodation requests for prospective and current employees is kept on file
67 in the Human Resources office.

68 B. Grievance & Appeal Procedure for Employees.

69 The University is committed to the prompt resolution of complaints regarding decisions
70 related to disability accommodations requests or alleging any action prohibited by the
71 Americans with Disability Services Act. Prospective and current faculty who want to
72 contest a decision of Human Resources related to disability accommodations request
73 should follow [LSU Eunice Policy Statement \(PS\)-35](#): Faculty Grievance Procedure to
74 request resolution. However, grievances related to disability accommodations do not
75 require informal consultation as described in Section III of PS-35 and should begin with
76 the University Grievance Committee as described in Section IV or the Formal Grievance
77 Procedure for Faculty to the Chancellor as described in Section V.

78 Prospective and current unclassified staff who wish to contest a decision of Human

79 Resources related to disability accommodations should follow [LSU Eunice PS-36](#):
80 Grievance Procedure for Unclassified Staff to request resolution. However, grievances
81 related to disability accommodations follow the Grievance Procedures as described in
82 Section IV of LSU Eunice PS-36. Classified staff who believe that they have been
83 treated unfairly or denied due process related to a disability accommodations request
84 should follow the grievance procedure provided in Section IV of PS-36, but they also
85 have the right to follow the Grievance Procedure provided by the [Louisiana Department](#)
86 [of State Civil Service Procedure](#).

87 The decision of the Chancellor and/or the grievance committee concludes the appellate
88 process.

89 **IV. POLICY FOR STUDENTS**

90 LSU Eunice is committed to engaging in the interactive process of working with prospective and
91 current students to provide reasonable accommodations to persons with a disability for the
92 purposes of ensuring equitable access and opportunity to pursue an education.

93 A. Accommodations Request Process for Students.

94 Students submit requests for disability accommodations to the [Office of Disability](#)
95 [Services](#) (ODS) through procedures outlined on the Disability Services webpage at
96 <https://www.lsue.edu/disability-services/index.php>. The Executive Director of Library &
97 Student Support Services or designee reviews and responds to accommodation
98 requests no sooner than ten (10) business days prior to the first day of classes for the
99 semester for which accommodations are being requested. Accommodation requests
100 submitted after that date are reviewed and approved/denied within ten (10) business
101 days of the date it is received by ODS. Documentation of accommodation requests,
102 approved/denied accommodations, rationale for approval/denial decisions, and other
103 documentation related to accommodation requests for prospective and current students
104 is kept on file in the Office of Disability Services.

105 B. To fully serve the various needs of students with disabilities, the following provisions are 106 in effect:

107 1. No qualified student may be excluded from any course or any course of study solely
108 based on disability.

109 2. Degree or course requirements, if determined to be restrictive, will be adapted to
110 meet the needs of qualified students with disabilities. For post-secondary education
111 purposes, qualified students with disabilities are defined as those "who meet the
112 academic and technical standards requisite to admission or participation in the
113 recipient's education program or activity."

114 3. Prohibitive rules, such as those banning tape recorders from classrooms, are waived
115 for qualified students.

116 4. Auxiliary aids must be permitted in the classroom when they are required to ensure
117 full participation of qualified students with disabilities.

118 5. Alternative testing and evaluation for measuring achievement will be provided for

- 119 students with impaired sensory, manual, or speaking skills (except where those
120 specific skills are being measured).
- 121 6. Classes will be relocated to the first floor, if possible, to permit access for students
122 with mobility impairments if such access cannot be reasonably achieved otherwise.
- 123 7. Reasonable efforts will be made to adapt special equipment or devices used in the
124 classroom (and, in some cases, teaching techniques that rely upon the sight,
125 hearing, or mobility of students) to individual needs and to assist qualified students in
126 pursuing resources provided by Vocational Rehabilitation or other organizations.
- 127 8. Students with disabilities should not be counseled to consider more restrictive
128 careers than careers recommended for non-disabled students unless such counsel is
129 based on strict licensing or certification requirements in a profession and is provided
130 by a licensed counselor.
- 131 9. Individuals with disabilities may refuse special accommodated services by emailing
132 the Executive Director of Library and Student Support Services or designee
133 explaining the revocation of services.

134 C. Grievance & Appeal Procedures for Students.

135 The University is committed to the prompt resolution of complaints regarding decisions
136 related to disability accommodations requests or alleging any action prohibited by the
137 Americans with Disability Services Act. Prospective and current students who want to
138 contest the Executive Director of Library & Student Support Services or designee's
139 decision related to a disability accommodations request should follow the procedures
140 outlined in LSU Eunice [LSU Eunice PS-8](#): Appeal Procedures Available to Students.

141 For the purposes of appealing actions/decisions related to disability accommodations
142 requests or other provision of the Americans with Disability Services Act, the University
143 employees below will serve in the roles detailed in LSU Eunice PS-8.

- 144 1. Step 1 Employee: Executive Director of Library and Student Support Services or
145 designee who made the original decision
- 146 2. Step 2 Administrator: ADA Coordinator – Dean of Student Engagement
147 (stuaff@lsue.edu)
- 148 3. Step 3 Administrator: Vice Chancellor for Academic Affairs & Provost

149 **V. SERVICE ANIMALS**

150 To fully serve the needs of all members of the campus community (students, faculty, staff, and
151 visitors) trained service animals will be permitted to accompany individuals with disabilities to
152 participate in or gain access to programs, benefits, or services at the University. While in these
153 areas, the individual is solely responsible for taking care of the animal, including toileting, and
154 always maintaining control of the animal. The animal should be harnessed, leashed, or always
155 tethered, unless such a device impacts the animal's ability to perform their task or work. In this
156 case, the individual must maintain control of the animal through voice command. The work or
157 tasks performed by a service animal must be directly related to the handler's disability. A service

158 animal is permitted to be in all areas of the University's facilities and programs where the
159 service animal's handler is permitted. Service animals are prohibited; however, from certain,
160 specific locations and activities on university property to preserve the safety and health of the
161 service animal and the University community. These prohibited areas include, but are not limited
162 to, the following: Mechanical rooms/custodial closets/boiler rooms; food service preparation
163 areas; research laboratories; and areas where there is a danger to the service animal or is
164 prohibited by law. Exceptions may be granted by University Risk Management. All other animals
165 (excluding those used for university teaching/research) are prohibited in campus buildings.

166 **VI. SOURCES**

167 [ADA Amendments Act of 2008](#)

168 [Americans with Disabilities Act of 1990](#)

169 [The Fair Housing Act of 1968](#)

170 [LSU Policy Statement 26: Policy on Disability Service, Duties, and Compliance](#)

171 [Section 504 of the Rehabilitation Act of 1973](#)