The Administration of the University of the West Indies recognizes that programs at the University must be readily accessible to and usable by people with disabilities. Program access must be assured in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. The University promises that no otherwise qualified person with a disability will be denied or limited participation in or the benefits of any programs solely on the basis of a disability. The University prohibits disability discrimination against qualified students and will make certain all students and others have an equal opportunity in accessing our school.

The University is not barrier-free, but reasonable accommodations through this office [OSD] will be made to guarantee program access. Reasonable accommodations modify non-essential components of programs so individuals will have equal footing to participate and compete. All accommodation requests will be given due process and consideration.

**Mission**

The Office for Students with Disabilities, at the University of the West Indies, is committed to assisting each student in reaching his/her maximum potential through the pursuit of educational goals. The primary objective of the Office for Students with Disabilities is to assure equal access to all aspects of the university experience for students with disabilities through reasonable accommodations. The Coordinator for Students with Disabilities will assist in the coordination of appropriate services based on the student’s individual needs.

**Office Hours**

The Office for Students with Disabilities (ODS) office hours are from 8:30 a.m. to 4:30 p.m.

**Location**

The Office for Students with Disabilities (ODS) is temporarily located at the Student Advisory Services Office...
4. Maintain confidentiality

5. Work with the Coordinator of ODS and the student to review/consider/provide, as appropriate, accommodations.

Every member of the University community must share in the responsibility to create an environment in which individuals are able to ask the question What about access? and raise concerns without fear of retaliation. Each faculty or staff member has the following responsibilities in providing access to The University of the West Indies:

- Maintain admission and academic standards
- Provide reasonable accommodations to students with disabilities upon request
- Notify students and the public of faculty and staff members' willingness to ensure equal access and opportunities
- Refer students with disabilities and suspected disabilities to DSS
- Refrain from retaliation against individuals advocating for accessibility

The University of the West Indies will meet the following responsibilities:

- Prohibit unlawful discrimination against qualified people with disabilities
- Comply with or when possible to exceed the most progressive legal requirements for access
- Recognize that access is linked to quality and that academic freedoms and standards cannot be

Goals

- To coordinate and provide reasonable accommodations and related disability services;
- To advocate responsibly for an accessible and hospitable learning environment through removal of informational, physical, social and attitudinal barriers;
- To promote self-determination and personal responsibility for students with disabilities;

What Is A Disability?

A "person with a disability" is defined as someone who meets one of the following three criteria in the civil rights definition of disability:

1. Have a physical or mental condition that substantially limits one or more major life activities;
2. Have a record of such a physical or mental condition; and/or
3. Be regarded as having such an impairment, whether actually having the impairment or not.

Some examples of disabilities are:

- chronic health impairments
- arthritis/mobility impairments
- learning disability and attention deficit/hyperactivity disorder
- blindness
• communication disorders, deafness/hearing impairments/speech /dyslexia
• emotional/psychological disabilities
• multiple sclerosis
• seizure disorders
• specific learning disabilities e.g. dyslexia

Prior to receiving accommodations, students must, in a timely manner:

1. Contact the Office for students with disabilities OSD
   Students with disabilities or suspected disabilities meet with the ODS coordinator confidentially as a first step in arranging accommodations. The coordinator verifies the disability and determines how functional limitations affect academic work. This is accomplished through discussion with the student and review of documentation. Students with insufficient documentation may be referred to physicians, psychologists or other qualified diagnosticians for complete assessment before accommodations are granted.

2. Provide appropriate and current (no more than three years old) documentation from a qualified professional (i.e., physician, psychologist, or rehabilitation counselor) that identifies the disability and makes recommendations for accommodations.

3. Work with the Coordinator of OSD to design a contract that stipulates the types of accommodations you will receive. Contracts must be reviewed each term.

After the disability and its functional limitations are verified, the coordinator provides information about the various reasonable accommodations which address the student’s functional limitations. The student then chooses the reasonable accommodations that best apply in a given course or semester. Frequently, students arrange follow-up meetings with their coordinator. Coordinators are available to assist students with on-going problem solving.

Procedures for Faculty and Staff when Students Indicate they have a Disability

In addition to making facilities accessible, civil rights legislation requires that programs and services be accessible for students with disabilities. While there are several things we can do to make our programs and services accessible, the law clearly indicates that a person be identified who has the responsibility of responding to disability-related issues. The University of the West Indies requires that all requests for accommodations be processed through the Office for Students with disabilities. The Coordinator will work with students, faculty and other professionals as necessary to provide appropriate and reasonable accommodations for students with documented disabilities.

When students approach employees of UWI and state that they have a disability or that they need a special accommodation, the employee should:

1. Inform the students that requests for accommodations must be made through the Office for students with disabilities
2. Refer the student to the Coordinator for student disability services, indicating to the student that you will also notify the Office for students with disabilities
3. Notify the Office for students with disabilities, providing the name of the student and indicating the request for accommodation.