

University of Central Florida
Procedure for Conducting Individualized Assessments

The University of Central Florida conducts an Individualized Assessment when a student presents an issue unaddressed by established policies. The procedure uses an expandable-outline format in which the resulting document is specific to the student.

1. Student Disability Services (SDS) normally will be the entity that frames the accommodation question. EO/AA will assist, to fulfill the roles of 504 and/or ADA-AA Coordinator.
2. SDS normally will initiate the Individualized Assessment. EO/AA may do so in fulfillment of responsibilities as 504 and/or ADA-AA Coordinator or to advance compliance with University regulations. SDS normally will chair the committee. The committee will consist of faculty members, representatives of relevant administrative offices, and other resources with specific knowledge regarding the accommodation question.
3. The committee will review the manifestations of the condition. Each member is required to observe appropriate confidentiality measures in connection with the medical information examined.
4. The committee will review the skills and abilities of the student. This may include physical, mental, and other abilities that relate to being "otherwise qualified." (A student who has been "disqualified" is ineligible for accommodation because registration is prohibited, as an example. This is a status, not an ability.)

The committee will determine the student's academic status/standing and eligibility for accommodation.

5. The committee will examine the nature of the program or course in question and compare its requirements to the abilities of the student. The committee will determine modifications needed for program access. Nothing requires the committee to consider strategies that fundamentally alter the program or course. The committee shall consider such resources as syllabi, assignment sheets, website resources, and discussions with the instructor of record as well as the student.
6. The committee will prepare a list of possible accommodations and consider the impact on the academic success of the student as well as other relevant factors. Following discussion with the student, the University will offer accommodations and alternative strategies.
7. The committee will conduct its deliberations with a written record to follow. All procedures must support Section 504 and the Americans with Disabilities Act Amendments Act and may not be arbitrary in nature. The written record will be distributed to SDS, EO/AA, and the student. Excerpts or indications of agreements

may be communicated to faculty or relevant parties, within the limitations of confidentiality requirements.

8. The University will maintain the most current version of these procedures on the SDS website. EO/AA will link to them.
9. The University will provide annual notification of this procedure to faculty members, students currently registered with SDS, and current SDS staff members.

UCF EO/AA and SDS 5/3/01, updated November 16, 2011; November 25, 2011