

Operational Area	Enrollment & Student Affairs
Responsible Executive	Associate Vice President/Dean of Students
Responsible Office	The Access Center
Effective	September 1, 2026

Academic Adjustments for Students with Disabilities Policy

Enrollment & Student Affairs

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I. INTRODUCTION

- A. **Authority:** C.R.S. § 23-54-102, et seq. (2026) authorizes the Trustees of Metropolitan State University of Denver ("MSU Denver" or "University") to establish rules and regulations to govern and operate the University and its programs. The Board of Trustees ("Board" of "Trustees") retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** Under [Colorado Senate Bill 87 \(SB25-087\)](#) and the [Americans with Disabilities Act of 1990](#), students are guaranteed rights and responsibilities related to nondiscrimination and access in higher education. MSU Denver's CADRE mission and vision are grounded in a commitment to educational access for all students.
- C. **Scope:** This policy applies to all admitted and enrolled students of MSU Denver.

II. ROLES AND RESPONSIBILITIES

- A. **Responsible Executive:** Associate Vice President/Dean of Students
- B. **Responsible Administrator:** Associate Vice President/Dean of Students

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- C. **Responsible Office:** The Access Center
- D. **Policy Contact:** Associate Vice President / Dean of Students,
tatackett@msudenver.edu

III. POLICY STATEMENT

- A. The purpose of this policy is to establish a clear, transparent, and accessible institutional process for identifying and supporting students with disabilities. This policy ensures that admitted or enrolled students who voluntarily self-disclose a disability have an equitable opportunity to request academic adjustments, and that MSU Denver fairly evaluates those requests in accordance with applicable federal and state law.
- B. By adopting this policy, MSU Denver affirms its commitment to inclusion, equity, and support for students with disabilities, helping to promote their academic success and well-being while fulfilling its legal obligations under [Colorado Senate Bill 87 \(SB25-087\)](#) and applicable federal disability law.

IV. PROCEDURAL PROCESSES

A. Student Rights and Responsibilities

1. Students with disabilities have the right to equal access to all courses, programs, services, and activities offered by MSU Denver. This includes the opportunity to work, learn, and receive reasonable accommodations, academic adjustments, and auxiliary aids and services. They are entitled to appropriate confidentiality of disability-related information, except when disclosure is required or permitted by law. Students also have the right to receive information in [accessible formats](#) when reasonably available and to file an informal or formal complaint if they believe their rights have been violated, as outlined below.
2. In return, students are responsible for meeting qualifications and maintaining essential institutional standards. They must self-identify themselves as individuals with disabilities and request accommodations in a timely manner.

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When needed, they should provide documentation from a licensed professional that explains how their disability limits participation. Students are expected to follow the established procedures outlined below, for providing information, accessing services, and receiving reasonable accommodations, and to contact the [Access Center](#) if approved accommodations are not implemented promptly.

B. University Rights and Responsibilities

1. MSU Denver has the right to request and review documentation that supports a student's current request for reasonable accommodations, academic adjustments, or auxiliary services. The University may evaluate and identify the functional limitations associated with a student's disability to determine appropriate adjustments and accommodations. MSU Denver may deny a request if the documentation does not support the need or if the student fails to provide adequate information to support the accommodation request. The University also has the right to choose among equally effective and reasonable accommodations or auxiliary aids, and to deny any request that is unreasonable, imposes an undue hardship, or fundamentally alters a University program or activity.
2. MSU Denver is responsible for ensuring that qualified students receive accommodations and academic adjustments in the most integrated and appropriate settings. The University must provide information in accessible formats upon request, evaluate each accommodation request on an individualized basis, and maintain the confidentiality of disability-related records and communications, except where disclosure is required or permitted by law.

C. Documentation Guidelines

1. As part of the interactive process, the [Access Center](#) reviews documentation of a student's disability. Pursuant to SB25-087, that documentation may include a letter from a provider or public agency, evaluation report, or other types of summary information. Students should share their documentation with The Access Center and students should not share their documentation with faculty or other personnel from their program.

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- a. Providers supplying documentation must:
 - i. Include their name, title, professional credentials, licensure or certification information, and location of practice;
 - ii. Have professional training in, and experience with, diagnosing or treating the condition(s) requiring accommodation(s);
 - iii. Not be a family member of the student requesting accommodations.
- b. Documentation provided:
 - i. Should be a PDF or Word document on provider's company/practice letterhead;
 - ii. Must identify specific disabilities or diagnoses (include [DSM/ICD](#) code if applicable) and the related functional limitations;
 - iii. Must describe severity, prognosis, or, if cyclical in nature, the frequency and duration of active symptoms;
 - iv. Should include side effects of any medications and/or treatment plans (if applicable);
 - v. Should provide recommended accommodations and a rationale for each.
- c. Psycho-educational evaluation reports are an acceptable form of documentation to establish learning disabilities (i.e. Central Auditory Processing Disorder, Dyslexia, Dyscalculia, Dysgraphia, etc.). Such evaluations should include:
 1. Full medical/developmental/academic/familial history, including any evidence of early impairment;
 2. Results of a battery of psychoeducational assessments designed to identify learning disabilities, including some or all of the following:
 - a) Diagnostic interview
 - b) Cognitive ability/intellectual functioning
 - c) Academic achievement

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- d) Information processing
- e) Oral language (receptive and expressive)
- f) Other instruments used in differential diagnosis:
 - i. Differential diagnoses, if applicable
 - ii. Other factors (motivation, emotion, attention, fluency in English, etc.)
 - iii. Evidence of coexisting disorders or suspected coexisting disorders
- 3. Interpretation of results:
 - a) A specific diagnosis, unless not indicated.
 - b) Clear statement of the student's functional limitations.
 - c) Recommended accommodations linked to the functional limitations.

D. Accommodation Appeal Process

1. If a student believes that the Access Center as denied a reasonable accommodation, they may appeal the decision to the Office of Equal Opportunity.
 - a. The appeal will first be reviewed by the Access Center Director before escalating to the Office of Equal Opportunity.
 - b. The final decision by the Access Center can be appealed by the Office of Equal Opportunity.
2. The Office of Equal Opportunity will review and reconsider accommodation request denials. These decisions are documented in the student's file and made available to the student.

E. Grievance Procedure

1. Throughout the appeal process, students can expect to be treated with respect and receive timely responses, typically within five (5) business days (or as reasonably feasible), and have their concerns addressed privately to the greatest degree possible.

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V. RELATED INFORMATION

- A. [Colorado Senate Bill 87 \(SB25-087\)](#)
- B. [Americans with Disabilities Act of 1990](#)
- C. [MSU Denver Office of Equal Opportunity](#)
- D. [MSU Denver Access Center](#)
- E. [MSU Denver Student Complaints](#)
- F. [MSU Denver Discrimination, Harassment, Sexual Misconduct, Title IX Violations, and Retaliation Policy](#)
- G. [Website Content Accessibility Guidelines \(WCAG\)](#)
- H. [MSU Denver Instructional Accessibility Guides and Resources](#)
- I. [Colorado OIT Guide to Accessible Web Services](#)
- J. [Inclusive Higher Education Solutions Resources](#)

VI. POLICY HISTORY

- A. **Effective:** September 1, 2026
- B. **Original Enactment Date:** September 1, 2026 (Interim approval)
- C. **Review:** This policy will be reviewed every three years or as deemed necessary by University leadership.

VII. POLICY APPROVAL



Jim Carpenter
Acting President, Metropolitan State University of Denver
Vice President for Finance and Administration/CFO



President's
Policy Statement
University Policy Library

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N/A
Chair, Board of Trustees, Metropolitan State University of Denver