

# Peaks Continuing Education Non-Discrimination and Learning Accommodations Policies

## Accessibility and Non-Discrimination Statement

Rocky Mountain University of Health Professions is committed to accessibility and non-discrimination in all aspects of its continuing education activities. Participants with special needs are encouraged to contact program organizers so that all reasonable efforts can be made to accommodate these needs.

## Non-Discrimination

*From the Non-discrimination TIX and CR Handbook, 2020, Section 15, pp 11-12*

Rocky Mountain University of Health Professions adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. RMUoHP does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race,
- Religion,
- Hearing status,
- Personal appearance,
- Color,
- Sex,
- Pregnancy,
- Political affiliation,
- Source of income,
- Place of business,
- Residence,
- Religion,
- Creed,
- Ethnicity,
- National origin (including ancestry),
- Citizenship status,
- Physical or mental disability (including perceived disability),
- Age,
- Marital status,
- Family responsibilities,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- Predisposing genetic characteristics,
- Domestic violence victim status,
- Height,
- Weight
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

## **Reporting Discrimination, Harassment, and Sexual Misconduct**

*From the University Handbook, 2020-2021, pg. 42*

The RMUoHP community is committed to an environment of non-discrimination, non-harassment, and professional conduct. Discrimination, harassment, and sexual misconduct should be reported to the appropriate parties so that it can be investigated, remedied, and addressed to both stop the offense and limit or eliminate further harm to RMUoHP students, students, staff, and visitors. A complaint may be filed according to the procedure outlined below:

Reports of discrimination, harassment, and retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to RMUoHP jurisdiction, the ability to investigate, respond, and provide remedies may be more limited:

1. Reporting or internal inquiries can be made directly to the University's Institutional Equity Officer (IEO), Room 195, Building 3, on the University's main campus, by phone 385.375.8798, or via email [ieo@rm.edu](mailto:ieo@rm.edu)
2. Confidential online reporting using the form posted at <https://rm.edu/institutional-equity/> or
3. Report using the RMUoHP Discrimination Hotline, 385.375.8344

## **Learning Accommodations**

RMUoHP makes all offerings accessible to and useable by qualified individuals with disabilities in the most integrated setting appropriate unless doing so would result in a fundamental alteration or compromised integrity of an offering, or an undue financial or administrative burden.

As defined by the University, a qualified individual with a disability is one who:

1. Has a disability that substantially limits learning, including, but not limited to, physical and affective conditions as interpreted by current law
2. Has a documented record of such disability; or is perceived by others as having a disability; and
3. Can satisfy the functional skills, experience, knowledge, and other requirements of the offering and perform the essential functions required of the offering profession, with or without accommodation.

A participant must request an appropriate accommodation through the Peaks Continuing Education Department if they believe their disability will interfere with the successful participation or completion of an offering.

Accommodation requests must be submitted a minimum of 2 months before the offering start

date to ensure enough time to review the request and provide accommodation, if appropriate. No accommodations will be implemented retroactively.

**Procedure:**

1. The participant must complete and submit an accommodation request form, located on the Peaks Continuing Education website FAQ page, which includes the following:
  - a. A narrative about the nature of the disability
  - b. A statement regarding the specific type of accommodation(s) being requested (e.g., closed captioning, extended access time to a course)
2. The Peaks department will review the request, advise the participant if additional information is required, and provide aid in completing the form for review.
3. After the form has been accepted, the request will be reviewed by the Continuing Education Coordinator, Dean College HSSL, or Vice Provost, who will determine if any given request for accommodation is reasonable by answering the following questions:
  - Will the requested accommodation result in a fundamental alteration or compromise the integrity of the offering?
  - Will the requested accommodation cause undue financial or administrative burdens to the University?

A decision should be rendered within ten working days. If no decision can be reached, Peaks can grant an additional five-day extension with proper written notice to the participant via email. This extension can be granted a maximum of two times for a total of 20 days.

At this time, the participant will be informed in writing regarding Peaks' decision. The Con Ed Coordinator will facilitate all accommodations and inform the necessary parties.