



# STUDENT DISABILITY SERVICES

*Improving Access and  
Equity for Students*



**Marshall B.  
KETCHUM UNIVERSITY**  
Student Support Services

# STUDENT RIGHTS & RESPONSIBILITIES

## STUDENTS HAVE THE RIGHT TO:

- Work with Student Disability Services
- Fully participate in any course, program, or activity offered by MBKU or from receiving reasonable accommodations required by law
- Have access to the MBKU Accommodations information (including Appeals), Procedures, and Request Forms
- Privacy where all records maintained by Student Disability Services personnel pertaining to the disability(ies) are protected from disclosure and subject to all other requirements for handling of student records

## STUDENTS ARE RESPONSIBLE FOR:

- Providing Student Disability Services with the necessary information, documentation, and/or forms to verify the disability(ies)
- Making an appointment with Student Disability Services when needed to update any changes in needs
- Assuming personal responsibility for taking any related medications
- Following the outlined procedures and notifying Student Disability Services if there is any conflict with your approved accommodations

**FOR MORE INFORMATION  
PLEASE VISIT**

**[www.ketchum.edu/student-life/  
disability-services](http://www.ketchum.edu/student-life/disability-services)**



## **DISABILITY DEFINED**

Disabilities include physical or mental impairments that limit one or more major life activities. Some examples include but are not limited to:

- Asthma
- Dyslexia
- Blindness or other visual impairments
- Cancer
- Learning/reading disabilities
- Depression
- Diabetes
- ADHD
- Hearing or speech impairments
- Chronic medical conditions
- PTSD

Certain temporary, non-chronic impairments of short duration with limited or no residual effects are not disabilities (e.g., the common cold or the flu).

Although formal accommodations may not be permitted for temporary conditions, the University will attempt to support students with short-term needs.



# DISABILITY ACCOMMODATIONS

Adjustments are determined on an individual basis to best accommodate the specific needs of each student with one or more disabilities. These decisions are made with careful consideration based on the student's request, the documentation provided, and the program-specific technical standards and requirements. There is no formula for accommodations. Reasonable accommodations granted will be consistent with recognized standards within the field and based on the professional judgment of the Disability Services Coordinators working in conjunction with the student's Dean/Director.

All students are encouraged to be their own best advocate. Should a student experience any difficulty or perceive any bias, please contact Student Disability Services right away.

Students may access the policy, Request Form and Verification Form on the Student tab of the [My.Ketchum.edu](https://my.ketchum.edu) portal.

**MBKU IS COMMITTED TO FULL  
AND EQUAL OPPORTUNITIES FOR  
STUDENTS AND APPLICANTS.**

The University does not unlawfully discriminate against qualified applicants or students with disabilities and encourages their full participation within the community. To this end, MBKU accepts and supports qualified students and applicants with disabilities, and complies with federal, state, and local regulations.



## LOCATION

**MBKU Student Disability Services**

**University Student Affairs**

Building D, Second Floor

8:00 am - 5:00 pm Mon - Fri

## CONTACT

**Dr. Carmen Barnhardt**

*MBKU Student Disability*

*Services Coordinator*

studentaffairs@ketchum.edu

**Wende Holtzen**

*MBKU ADA/504 Coordinator*

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*External information and resources regarding ADA and other non-discrimination laws may be found on the Department of Education website (<https://www2.ed.gov/about/offices/list/ocr/index.html>) or by calling the Office of Civil Rights at 1-800-421-3481*



**DISABILITY  
SERVICES**