

**RESOLUTION AGREEMENT**  
**University of Tampa, Florida**  
**Complaint Number 04-14-2499**

The U. S. Department of Education, Office for Civil Rights, (OCR) and the University of Tampa (the University) enter into this resolution agreement (Agreement) to resolve the allegation in the above-referenced complaint. The University assures OCR that it will take the following actions to comply with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. Section 794, and its implementing regulation at 34 C.F.R. Part 104, which prohibit discrimination on the basis of disability by recipients of Federal financial assistance.

Accordingly, to ensure compliance with Section 504 and its implementing regulations, and to resolve the issues of this investigation, the University agrees to take the following actions:

**Section I: Student-Focused Remedy**

1. Within thirty (30) days of the signing of this Agreement, the University will reimburse the Student in Complaint #04-14-2499 for the tuition costs she incurred in connection with the Organic Chemistry course in which she was enrolled in the fall 2014, where the College did not provide consistent note-taking.

**Reporting Requirement:**

**Within sixty (60) days of signing this Agreement,** the University will provide documentation to OCR confirming that it has refunded the Student the cost of the fall 2014 Organic Chemistry course.

**Section II: Note-Taking Policies and Procedures**

2. Within sixty (60) days of the signing of this Agreement, the University will develop a written Note-Taking Policy and Procedures for OCR's review and approval. The draft policy will at a minimum, include the following: (1) a specific timeline for students, who receive note-taking as an academic adjustment, to receive their notes. The delivery time will be measured from the conclusion of the relevant class period; (2) a specific timeline for when designated note takers must deliver class notes to the students by uploading the notes into the University's Blackboard system or delivery to the University's Office of Student Disability Services (OSDS). The delivery time will be measured from the conclusion of the relevant class period; (3) formal sanctions for note-takers who fail to meet the written expectations, including timelines, of the Note-Taking Policy; (4) interim measures for students who receive note-taking as an academic adjustment when the student experiences a delay or lack of access to note-taking services; and (5) an alternative plan for students with disabilities who require note-taking services when there are an inadequate number of volunteer note-takers available to provide timely note-taking services to students.

**Reporting Requirement:**

**Within sixty (60) days of the signing of this Agreement**, the University will provide OCR with a copy of its amended Note-Taking Policy and Procedures for review and approval.

**Within thirty (30) days of OCR's approval**, the University will adopt and implement the OCR-approved Note-Taking Policy and Procedures. The University will provide OCR with evidence that it has integrated the Note-Taking Policy and Procedures into the University's OSDS's written materials, disseminated the Policy to all students who receive note-taking services as an academic adjustment, and publicize the Policy in prominent locations on the University's website.

**Section III: Section 504 Staff Training**

3. By **March 1, 2018**, the University will initiate training (either online or in-person) to all faculty and administrators involved in providing and/or approving academic adjustments to students with disabilities regarding its revised Note-Taking Policy and Procedures, adopted pursuant to Section II, above. The University will additionally conduct training regarding the Note-Taking Policy and Procedures for any new faculty and administrators involved in providing and/or approving academic adjustments to students with disabilities during their orientation.

**Reporting Requirement:**

**By March 31, 2018**, the University will provide documentation to OCR demonstrating that the University has initiated training pursuant this Section III of the Agreement. The documentation shall include: (1) the date of the training session; (2) signed and dated sign-in sheets, including a list of names and titles of University faculty and administrators who participated in the training session; (3) a description of the presenter's background and qualifications with respect to knowledge of Section 504; and (4) a copy of the agenda and the training materials disseminated.

The University understands that by signing this Agreement, it agrees to provide the foregoing information in a timely manner in accordance with the reporting requirements of this Agreement. Further, the University understands that during the monitoring of this Agreement, if necessary, OCR may visit the University, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the University has fulfilled the terms of this Agreement and is in compliance with Section 504 and its implementing regulation at 34 C.F.R.

Part 104. Upon completion of the obligations under this Agreement, OCR shall close and dismiss this case.

The University understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give the University written notice of the alleged breach and

sixty (60) calendar days to cure the alleged breach.

This Agreement will become effective immediately upon the signature of the University's representative below.

\_\_\_\_\_  
University President or Designee

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Date