

Eastern Michigan University
Disability Resource Center Accommodations Procedure

Steps to Apply for Accommodations

1. Complete the *online application* by visiting <https://www.emich.edu/drc/>; and
2. On the same application, submit any relevant and recent (within the last five years) medical documentation supporting your disability and need for support from the DRC. Students may also submit documentation via email to DRC@emich.edu if there are any troubles with the website. If you do not have a document, please see Appendix A, also available on the application as a downloadable form. Students may submit this form to their physician or mental health professional, who in turn can submit it back to the DRC via email or directly to the student, who will upload it to their account.
3. The DRC, once all documentation has been received and initially reviewed by the Director and/or Case Manager, will set up an intake appointment with the student, which will occur either via video conferencing or in person. This meeting will review the already approved accommodations and any additional requests.
4. As reviews of disability-related accommodation requests are done on a case-by-case basis, with some requests, there may be different Letters of Accommodation provided to the student after a review of their program, registered courses, and/or if they are requesting accommodations for housing or other non-academic purposes. This means the Letters of Accommodation are tailored to each student and the purpose of the LOA which may vary by course and semester.
5. Students may complete the appeals process if they disagree with the outcome (see "Appeal Process") of any denied accommodation request.

Deadlines & Timeline

Please know that students can apply for accommodations under the DRC at any point of the semester; however, students are encouraged to complete the above steps 1-3 for full accommodation to start at the beginning of the semester. Typically, students should expect to have a meeting set up once all documentation has been provided within 5-7 business days. This allows for a meeting to be set up between the Director and/or Case Manager and the requesting student.

Applications and/or additional documentation submitted after the start of a semester will be reviewed as quickly as possible. Still, immediate approvals may not be available since there must be an interactive process and ability for the DRC, faculty members, or other department leadership to implement the newly approved accommodation.

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Definition of Disability

Reasonable accommodations are provided to students who are considered individuals with disabilities, as defined by Section 504 of the Rehabilitation Act (Section 504) and Title II of the Americans with Disabilities Act (Title II). Under Section 504 and Title II, an individual with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Whether a student has a physical or mental impairment that substantially limits a major life activity (and therefore has a disability) is made on a case-by-case basis. The definition of disability is understood to provide broad coverage of individuals when determining if a student meets the definition of an individual with a disability.

Appropriate Documentation

Disability documentation should be current and relevant but not necessarily “recent.” (Recent is within the last five years). Historical information, supplemented by interviews or self-reports, is often sufficient to describe how an impairment impacts the student at the current time and in the current circumstances and thereby substantially limits a major life activity.

Determining accommodations in distinctly new contexts may require more focused information to illustrate a connection between the impact of the impairment, the described barrier, and the requested accommodation.

All disability/accommodation documentation must follow the following standards:

- Be from an approved provider (i.e., psychologist/therapist for mental health concerns; NP/MD/neuropsychologist for AD(H)D; IEP/504 Plan for educational concerns; MD for medical concerns; etc.)
- Sufficiently describe a physical or medical impairment that qualifies as an “impairment” under Section 504 or Title II, and include, if applicable, a ICD-10, DSM-IV-TR, or DSM-5 code for a diagnosable disability
- State (a) how the impairment affects or impacts learning (at school, while living on campus, socialization, and/or clinical), (b) how the impairment otherwise substantially limits a major life activity, or (c) how the student has a record of, or is regarded as, having such an impairment

The documentation should also recommend specific accommodations, which serve as a starting point for the interactive process of determining reasonable accommodations for the student.

General Accommodation Review Process

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1. Once all proper documentation has been received, the Case Manager and/or Director will review and begin creating a Letter of Accommodation, which will be reviewed by the student and Case Manager in their first meeting. This is done on a case-by-case basis.
2. Any requested accommodations needing additional review will be reviewed promptly by a committee chaired by the Director of the Disability Resource Center and including at least one additional individual. The committee will include faculty and/or staff from the relevant academic department who are trained, experienced, and/or knowledgeable about the course or program in question if it is an academic accommodation request. If non-academic accommodation requests, leadership from the department or work area may be asked to join the review committee (i.e., housing, dining, student organization, etc.). When appropriate, the committee may include other academic administrators, such as a department chair or program coordinator. This is considered a deliberative and collaborative process to ensure all possible reasonable accommodation options are reviewed.
3. Should an accommodation request be denied (see “Denial of Accommodations” below), a letter from the DRC will be sent to the student explaining the denial with rationale.

Note: Letters of Accommodation may need to be altered if, during any semester, concerns arise about being able to implement the accommodation or by request of the student.

Denial of Accommodations

A disability-related request for accommodations will only be denied after the above committee reviews and deliberates regarding the specific student's requests and needs, program/course requirements, and available options and alternatives.

Additionally, the University may deny an accommodation request only if, after a thoughtful deliberation by the committee described above, an academic determination is made that granting the requested accommodation would lower essential academic standards, fundamentally or substantially modify the course or academic program in question, constitute the provision of personal services, pose an undue burden for the University, or is otherwise not required by Section 504 or Title II.

If a disability-related request for accommodation is denied because it would result in a fundamental alteration, the University will engage in an interactive process with the student to determine what, if any, alternative accommodations that do not constitute a fundamental alteration may be provided to address the student's disability-related needs effectively.

Lastly, determining whether a student accommodation request constitutes a fundamental alteration must be made promptly and promptly to allow the student sufficient time to obtain alternative accommodations. Students are encouraged to submit their requests in a

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timely manner to ensure adequate time for the DRC to develop their accommodations through the interactive process before the conclusion of the course add-drop period.

Appeal Process

Students who wish to appeal an accommodation decision must do the following in writing:

1. After reviewing the above language and the letter from the DRC explaining the rationale for a decision to deny an accommodation, students may write why they feel the requested accommodation can be reasonably accommodated. Additional recent medical documentation for support may also be provided. The statement must be emailed to DRC@emich.edu within three business days of receiving the denied accommodation letter and rationale.
2. Upon receipt of the written appeal, the Director of the Disability Resource Center, leadership from the requested area (Department Head, Dean, Director, or their designee) to which the accommodation(s) would be implemented, and the Associate Vice President for Student Success or their designee will convene to review the appeal.
3. The committee will meet within 3-5 business days upon receipt of the appeal letter.
4. If the appeal is granted, a letter with rationale will be provided to the student and the Faculty member (if academic) or Director (if non-academic). The accommodation would begin immediately.
5. If the appeal is denied, a letter with a rationale will be provided to the student.
6. Once an appeal has been determined, no further appeal can be made.



Revisions Approved: DATE 5/3/24

Approved by: Rhonda Longworth, Ph.D., EMU Provost and Executive Vice President