# Example of a Reasonable Accommodation Policy

*The example below is one way to approach a reasonable accommodation policy. It provides the rationale, identifies the responsible parties, connects it to associated processes and procedures, and highlights the important documents involved in policy implementation. This is just one example of how to author a policy and content may vary depending on the nature of the policy issue and the individual style of the institution.*

### **Policy Statement and Reason for Policy:**

(*IHE*) is committed to complying fully with the Americans with Disabilities Act Amendments Act (ADAAA), Section 504 of The Rehabilitation Act and other applicable federal, state, and local laws to ensure equal access for qualified persons with disabilities to all programs and services by providing reasonable accommodations. (Job Accommodation Network, 2013). Students with physical, medical, psychiatric, and learning disabilities are eligible to utilize the Disability Services Office to arrange for reasonable accommodations and seek ongoing support at any point in their academic career. Students interested in receiving accommodations must initiate the interactive process to engage with the appropriate accommodation process.

### **Scope and Audience:**

The Reasonable Accommodations policy applies to all participants in (*IHE*)’s programs and services. It is the responsibility of all (*IHE*) faculty and staff to adhere to the reasonable accommodations policy to ensure equal access to programs and services available to students.

* Academic Affairs
* Housing and Residential Life
* Technology Services
* Facilities/Physical Plant
* Food Services
* Library Services
* Parking and Transportation Services

### **Definitions:**

* Americans with Disabilities Act
* Section 504 of the Rehabilitation Act
* Qualified Persons with Disabilities
* Disability
* Reasonable Accommodations
* Interactive Process

### **Responsibilities and Corresponding Processes and Procedures:**

* + - Disability Disclosure Process and Procedure (based on ADAAA interactive process requirements)
    - Academic Accommodation Request and Determination Process and Procedure (based on ADAAA interactive process requirements)
      * Testing accommodation procedure
      * Assignment extension procedure
      * Attendance requirement accommodation procedure
      * Note taker accommodations procedure
      * Alternative text accommodations Request Procedure
      * Interpreter/captioning accommodations request Procedure
      * Physical access accommodations request Procedure
    - Housing and Residential Life Accommodations Request and Determination Process and Procedure (based on institutional housing and residential life policies/rules/requirements)
      * Residential Room Accommodation Procedure
      * Assistance/Emotional Support Animals Procedure
      * Meal Plan Accommodation Procedure
    - Parking/ Transportation Accommodations Request and Determination Process and Procedure (based on institutional parking/transportation polices/rules/requirements)
      * Access to Parking Pass Request Procedure
      * On-Campus Transportation Accommodation Request Procedure
    - Grievance Process and Procedure
      * Informal Process and Procedure
      * Formal Process and Procedure

### **Forms and Tools:**

* Disability Disclosure Forms
* Documentation Guidelines

### **Frequently Asked Questions:**

* Who is eligible to receive reasonable accommodations?
* Are there fees associated with reasonable accommodations?
* How do I know if I have to provide reasonable accommodations?

### **Related Information:**

Related institutional policies/rules/requirements/guidelines

ADA, Section 504, Fair Housing, and other related laws and regulations impacting reasonable accommodations

### **History:**

*(Date of approval and revision dates if applicable)*

### **Website:**

(*Website address)*

### **Contacts/Owners:**

(*IHE Contact, Phone and Email)*