

Procedures For Requesting Consideration For Reasonable Accommodations

1. A student who wishes to be considered for reasonable accommodations at Duke University must identify to the **Disability Management System—Student Access Office (SAO)**.
 - A. Undergraduate students entering Duke University for the first time—who has been accepted and has indicated his/her intention to enroll—will receive the **Welcome to Duke University packet** which contains a Request for Consideration for Reasonable Accommodations Form and a cover letter containing information regarding consideration for reasonable accommodations at Duke University. The letter also contains information regarding documentation requirements and guidelines. These forms can also be obtained by contacting the Disability Management System-Student Access Office at our website or by calling (919) 668-1267.
 - B. A student who is currently enrolled at Duke University should contact the Disability Management System—Student Access Office at (919) 668-1267 for information. Accommodation Request forms can also be obtained by contacting the Disability Management System—Student Access Office at our website or by calling (919) 668-1267.
2. The student should return his/her Request for Consideration for Reasonable Accommodations Form/Exchange of Information Release, as well as their documentation to:

Duke University
Disability Management System—Student Access Office
Box 90142
Durham, NC 27708
3. The Student Access Office reviews the student’s documentation to determine if it is appropriate and complete. If additional information or clarification is needed, the director consults with the student and/or appropriate health care provider. If additional documentation is needed it is the student’s responsibility to provide it.
4. The SAO completes a careful review of the student’s documentation to determine whether or not the student is disabled under the ADA and/or Rehabilitation Act and eligible to receive accommodations at Duke University.
5. When it is determined that a student is disabled under the ADA and/or Rehabilitation Act and eligible to receive accommodations, the director reviews the suggested accommodation list with the Disability Specialist, and when appropriate, with the designated undergraduate disability liaison, and/or

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assistant/associate dean to determine if the suggested accommodations are reasonable in the context of the undergraduate academic program.

6. After accommodations are determined to be appropriate, the student is sent a letter asking him/her to make an appointment, to meet with the SAO Director. During the meeting, the director discusses with the student the accommodations that have been recommended. The student and the director sign and date and Accommodation Agreement. Procedures for implementing accommodations are discussed and the student's rights and responsibilities are reviewed. The student is also apprised that individual circumstances may warrant modification of the accommodations agreed upon and listed on the Accommodations Agreement. The original agreement is kept in the student's SAO file, the student receives a copy of the agreement, and when accommodations are needed in areas such as housing and transportation, those offices are notified.

NOTE: If in the future, a student wishes to discuss the possibility of receiving accommodations not listed on the signed Accommodations Agreement, the student should make an appointment to meet with the Director of the Disability Management System—Student Access Office. Additional documentation may be needed.

7. The director of the Disability Management System—Student Access Office makes an appointment for the student to meet with the Disability Specialist who arranges accommodations.

NOTE: Student must request accommodations each semester. It is the student's responsibility to schedule an appointment to meet with the Disability Specialist each semester in order to arrange for accommodations.

8. If a student disagrees with the eligibility and/or accommodation decisions made by the Disability Management System—Student Access Office, it is recommended that the student meet the SAO Director to discuss his/her questions and concerns.
9. Any student who disagrees with the eligibility and/or accommodation decision made by the Disability Management System—Student Access Office, has the right to file a grievance/complaint. Information regarding the filing of a grievance and/or complaint is available by contacting the Office of Institutional Equity at (919) 668-6214.