

FACULTY AND STAFF HANDBOOK

Procedures for Requesting Consideration for Reasonable Accommodations

1. Student's who wish to be considered for reasonable accommodations at Duke University must identify themselves to the Disability Management System--Student Access Office (SAO). A student entering Duke University for the first time will receive in their initial information packet a Request for Consideration for Reasonable Accommodations/Exchange of Information Release Form and a cover letter containing procedures for receiving consideration for reasonable accommodations at Duke University. A student who is currently enrolled at Duke University can obtain information either by calling SAO or by accessing the SAO Web site.
2. The student's first step in the consideration process is to complete, sign and return the Request for Consideration for Reasonable Accommodations/Exchange of Information Release Form and full documentation to the SAO.
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. After it has been determined that a student is disabled under the ADA and/or Rehabilitation Act and eligible to receive accommodations, the SAO prepares a list of reasonable accommodations based on the documentation. The director reviews the suggested accommodation list with the Disability Specialist or appropriate disability liaison, to determine if the suggested accommodations are reasonable in the context of the student's academic program.
6. The director then meets with the student to discuss the student's impairment and recommended accommodations and to complete an Accommodations Agreement, which is signed by both the student and director.
7. The director refers the student to the disability specialist or appropriate Disabilities Liaison, who arranges accommodations for each semester.
1. NOTE: Students must request accommodations each semester. It is the student's responsibility to schedule an appointment to meet with the Disability Specialist or Liaison each semester in to make arrangements for the implementation of accommodations
8. If a student disagrees with the eligibility and/or accommodations decisions made by the SAO, it is recommended that the student meet with the SAO Director to discuss his/her questions and concerns.
9. Any student who disagrees with the eligibility and/or accommodations decisions 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) 684-8231.

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Complete procedures can be found on the Disability Management System--Student Access Office Web site:

<http://aaswebsv.aas.duke.edu/skills/SAOwebsite/procedures.html>