



ACADEMIC ACCOMMODATIONS POLICY	
Responsible Official: <b>Vice President of Student Life and Enrollment</b>	Responsible Office: <b>Disability Services</b>

### Policy Purpose

This policy specifies the requirements for a student to request an academic accommodation pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Faculty and staff requiring accommodations should review the [Workplace Accommodations for Disabilities \(Employees and Applicants\)](#).

### Policy Statement

ETSU is committed to promoting accessibility and providing Reasonable Accommodations where necessary for Otherwise Qualified Students with Disabilities to allow an equal opportunity related to admission, academics, housing and other campus activities. This policy applies to all aspects of the student's academic endeavors including clinical experiences and to all undergraduate and graduate students, as well as students at the Bill Gatton College of Pharmacy or the Quillen College of Medicine.

#### I. Office of Disability Services.

The Office of Disability Services ("Disability Services") serves as a liaison between Otherwise Qualified Students with Disabilities who request and need Reasonable Accommodations and the university community. It reviews applications and supporting documentation for Reasonable Accommodations. It coordinates and provides select testing accommodations during regular business hours. Disability Services also provides training for faculty or staff to comply with Student Accommodation Letters and provides information regarding Disabilities to university administrators, faculty and staff as requested.

#### II. Academic Accommodations.

##### A. Request for Accommodation.

An Otherwise Qualified Student with a Disability may request a Reasonable Accommodation in their academic program at any time during the admissions process or while enrolled at ETSU. A student who is age 18 or older must initiate the process for receiving accommodations. Parents, legal guardians, faculty, staff, friends, spouses, family members, or therapists may not initiate the process on behalf of the student. If a student is under the

age of 18, a parent or legal guardian may initiate the process; however, once the student turns 18, only the student may move the process forward.

B. Documentation.

The student must submit appropriate and current documentation of a Disability or Temporary Disability. Documentation may include, but is not limited to an evaluation from a physician or otherwise qualified specialist relevant to the Disability and/or accommodation requested. In the event that documentation is not current or complete, the Director of Disability Services or their designee may exercise reasonable judgment to provide a Reasonable Accommodation or may request additional documentation. The Director of Disability Services or their designee will determine, in their sole discretion, what documentation is appropriate in each case.

C. Review of Documentation.

As permitted under the law, Disability Services will maintain confidential records of documentation and interactions with students. Disability Services will communicate a Reasonable Accommodation to faculty upon student request.

D. Reasonable Accommodation.

When appropriate documentation is provided and all procedures of this policy have been followed, Disability Services will determine eligibility for Reasonable Accommodations and services on a case-by-case basis and provide Reasonable Accommodations for Disabilities as allowed by Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act 1973. ETSU is not required to provide accommodations until the student has: (1) disclosed a Disability to Disability Services; (2) made a request for an accommodation; and (3) submitted appropriate documentation.

Once a Reasonable Accommodation is approved by Disability Services and the Student Accommodation Letter is issued, faculty and staff are required to implement the Reasonable Accommodation as described in the letter. If faculty or staff have questions as to implementation, they must contact Disability Services.

ETSU is not required to provide an accommodation retroactively or one that causes an Undue Burden to the university. In addition, an accommodation cannot require a Fundamental Alteration to the requirements of a course or program, or to the university's requirements for graduation. If there is a question as to whether a request requires a Fundamental Alteration to the requirements of a course, program, or graduation requirement, the Director of the Department of Disability Services or their designee will confer with faculty, program coordinator, dean, or Provost, as appropriate.

III. Student Workplace Accommodations.

If a student is seeking a workplace accommodation (e.g. federal work study, APS, graduate assistant position etc.), the request will be reviewed under the [Workplace Accommodations for Disabilities \(Employees and Applicants\)](#). If there is a question as to whether this policy or the Workplace Accommodations for Disabilities (Employees and Applicants) Policy applies, the decision of the Director of the Department of Disability Services shall be final.

IV. Temporary Accommodations.

A student with a Temporary Disability may request Reasonable Accommodations for the duration of the injury or condition.

V. Reduced Tuition.

If a student is eligible for a tuition reduction plan pursuant to TCA 49.7.113, the student must register with Disability Services and provide appropriate documentation as required by state law.

VI. Appeals.

If a Reasonable Accommodation request is denied by Disability Services staff, the student may file a written appeal to the Director of Disability Services. In the event that the Director of Disability Services issues a denial, the student may submit a written appeal to the Office of University Compliance. The decision of the Office of University Compliance is final.

Authority: Focus Act § 49-8-203, et.seq., Section 504 Rehabilitation Act, Title II of the Americans with Disabilities Act (ADA)

Previous Policy:

**Defined Terms**

*A defined term has a special meaning within the context of this policy.*

Accessible Individuals with disabilities have free and full access to the same programs, services, and areas as those without disabilities with substantially equivalent ease of use.

Disability A physical or mental impairment that substantially limits one or more life activities. A person with a Disability has such an impairment currently or is regarded as having an impairment.

Fundamental A change so significant that it alters the essential nature of the course,

Alteration	program, activity, or graduation requirement
Reasonable Accommodation	Adjustments to practices, policies and procedures that enable a student with a Disability to have an equal opportunity to participate in an academic program.
Student Accommodation Letters	Letters that are electronically sent to faculty upon student request that specify the Reasonable Accommodations for which the student is eligible.
Temporary Disability	A physical or mental impairment that substantially limits one or more life activities and that is expected to last 6 months or less.
Undue Burden	Facts about the requested accommodation that make the request unreasonable. Considerations include cost, financial resources of the state, health and safety considerations or any other factor supported by law.

## Policy History

### Effective Date

Initial: 12/14/23

Revision:

## Procedure

ETSU utilizes an interactive process to assess accommodation requests and determine Reasonable Accommodations for the student. The interactive process is an on-going dialogue between the Disability Services staff member and the student towards identifying and providing Reasonable Accommodations.

### I. Student Responsibilities.

The student secures their ETSU email address and E# and complete orientation, and:

- A. Completes the [electronic application](#);
- B. Uploads documentation to the electronic system or provides a hard copy of the documentation to Disability Services;
- C. Attends an intake meeting with a staff member of Disability Services; and

- D. Participates as needed in the interactive process with Disability Services with regard to any element of the accommodation request.

Each semester, the student requests Student Accommodation Letters to their faculty. Students should address any questions or concerns with the implementation of their accommodations with Disability Services when they occur, if they occur.

## II. Review of Accommodation Request by Disability Services.

Upon receipt of the completed electronic forms and documentation, a Disability Services staff member reaches out to the student to schedule a meeting. Disability Services sends a written communication to the student within 10 business days with an appointment time. Meetings can be in person or in Zoom. If the student does not respond to the initial appointment, a second written attempt to schedule an appointment is sent. If the student does not respond, Disability Services is not required to follow-up further.

### A. Intake Meeting.

During the scheduled meeting the Disability Services staff determines if the documentation supports the request and determines eligibility for Reasonable Accommodations. The Disability Services staff will develop the plan for Reasonable Accommodations.

### B. Review of Documentation.

The Disability Services staff reviews the registration application and documentation provided by the student and determines whether to grant a Reasonable Accommodation or to deny the request.

### C. Notification.

The Disability Services staff advises the student whether or not a Reasonable Accommodation will be provided during the intake meeting or in a follow-up communication if documentation is provided after the intake meeting.

## III. Communication of Accommodations.

Reasonable Accommodations in the classroom or exam environment are communicated to faculty members in a Student Accommodation Letter which is sent electronically upon the student's request.

### A. Student Role.

1. Students requests letters through the [electronic system](#).
2. Students should contact their faculty in person or by email following the Student

- Accommodation Letter to discuss implementation of their accommodation.
3. Students are encouraged to request accommodations early in the semester.

#### B. Faculty Role.

The faculty's role includes:

1. Providing the Reasonable Accommodations in courses as identified in the Student Accommodation Letter;
2. Refraining from providing accommodations without a Student Accommodation Letter;
3. Referring to Disability Services any student requesting accommodations directly from faculty;
4. Contacting Disability Services staff for any question or needed clarification of accommodations;
5. Engaging in the interactive process with Disability Services staff;
6. Actively coordinating with Disability Services with regard to extended time adjustments for tests and quizzes;
7. Selecting accessible textbooks and materials;
8. Creating accessible classroom materials; and
9. Utilizing the following recommended syllabus statement:

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodations, for example note taking assistance, exam time adjustment or seating placement, should meet with Disability Services. Faculty accommodation forms are provided to eligible students and should be shared with the instructor as early in the semester as possible. Disability Services can be reached via telephone at (423) 439-8346 or web at <https://www.etsu.edu/students/ds/>

#### Procedure History

##### Effective Date

Initial: 12/14/23

Revision:

#### Related Form(s)

## Scope and Applicability

Primary: Academics

Secondary: Students