

Student Disability Accommodations Procedure

Scope

Applies to the Mayo Clinic College of Medicine and Science (MCCMS) faculty, staff, and students, when a student seeks [reasonable accommodation](#)(s) for a disability.

Purpose

To explain the steps involved with requesting and approving reasonable accommodations.

To ensure consistency and equitable access for all students with disabilities.

To comply with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008.

Equipment/Supplies

N/A

Procedure

Student	<ol style="list-style-type: none">1. Complete and submit the online Accommodation Request Form.2. Provide supporting disability documentation.
Disability Access Resource Specialist	<ol style="list-style-type: none">3. Schedule a Welcome Meeting with the student. Meet with student to engage in the interactive process. Discuss the disability related barrier(s) that the student is experiencing, or anticipates experiencing, and determine potential accommodations that will reduce, hopefully eliminate, the identified barrier(s).<ol style="list-style-type: none">a. Student can explore disability-related accommodations without medical or disability documentation.4. Review the supporting disability documentation, provided by the student at the time of requesting accommodations to determine if the student is a person with a disability.<ol style="list-style-type: none">a. All documentation must be kept confidential.b. If condition does not meet ADA eligibility, no accommodations are required. The Student Disability Accommodation Policy does not apply and the Disability Access Resource Specialist will direct the student learner to other supportive resources.5. Present the requested accommodation(s) to the appropriate academic program leadership to help determine the reasonableness of the accommodation request.6. Make sure the interactive process is properly documented.

Academic Program Leadership	<p>7. With input from school leadership, accept or decline the requested accommodations as written within 14 business days.</p> <ul style="list-style-type: none"> a. If accepted, academic program and program faculty provides and/or supports accommodations. b. If declined, work with the Disability Access Services staff to discuss and identify whether reasonable accommodations exist.
Disability Access Resource Specialist	<p>8. Follow-up with program leadership if not contacted within 14 business days.</p> <p>9. If the original requested accommodations were found to be unreasonable, continue working with Student and Academic Program Leadership to determine if reasonable accommodations exist.</p> <p>10. Generate a Letter of Access, once the Student, Academic Program Leadership, and Disability Access Resource Specialist are in agreement with the identified accommodations.</p>
Student	<p>11. Request accommodations for each class, each term, via the AIM portal, if they choose to utilize their accommodations.</p>
Academic Program Leadership	<p>12. Ensure that academic program faculty provide and/or support accommodations.</p>
Student	<p>13. Follow up with Disability Access Services, if an accommodation is not working or if anything changes that would necessitate another conversation or to explore alternative accommodations.</p>

Troubleshooting

N/A

Procedural Notes

N/A

Related Documents

[Disability Accommodations Registration and Services Statement](#)

[Request for Accommodations form](#)

[Student Disability Accommodations Policy](#)

Definitions

Academic Program Leadership: The designated leaders of each academic program, who can determine, in consultation with the Disability Access Resource Specialist, whether or not accommodations are reasonable based on the program's technical standards.

Disability Access Resource Specialist: The individuals in the Office of Wellness and Academic Support-Disability Access Services who approve and implement accommodations. They can be contacted at MCCMS.DS@mayo.edu .

Letter of Access: A letter generated by the Disability Access Resource Specialist that informs program leadership and/or faculty about the agreed upon accommodation(s) that the student cannot be denied. This letter maintains confidentiality about the nature of a disability.

Disability: A physical or mental impairment that limits substantially one or more major life activity (as defined by the Americans with Disabilities Act of 1990 and Americans with Disabilities Amendments Act of 2008 or Section 504 of the Rehabilitation Act).

Student: A student participating in any academic program within MCCMS. This does not include residents and fellow.

Reasonable Accommodations: Any modification or adjustment that is made to a course, program, service, job, activity, or facility that eliminates or minimizes state and federally defined disability-related barriers to allow equitable access. A reasonable accommodation must not: compromise essential requirements of a course, program, job, activity, or facility; cause undue hardship; compromise the safety of the student or others; fundamentally alter a course or program.

References

[The Rehabilitation Act of 1973](#)

[Americans with Disabilities Act of 1990](#)

[Americans with Disabilities Amendments Act of 2008](#)

Owner

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Contact

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