



## UNIVERSITY OPERATING PROCEDURE

**Title:** Process for Resolution of Academic Accommodations

### About This Procedure

<b>Responsible Official:</b>	Vice Provost for Student Affairs	<b>Approval Authority:</b>	Vice Provost for Student Affairs
<b>Affiliated Policy Number(s):</b>	2.13.2 Disability Certification, Accommodation and Support – Students Policy	<b>Effective Date:</b>	January 7, 2019
<b>Revision History:</b>	None		
<b>Questions concerning the daily operational interpretation of this UOP should be directed to the following:</b>			
<b>Title(s)/Department(s):</b>		<b>Contact Information:</b>	
SAS Director		A-170 Living Learning Center <a href="mailto:access@uvm.edu">access@uvm.edu</a> (802) 656-7753	
ADA/504 Coordinator		428 Waterman Building <a href="mailto:ada@uvm.edu">ada@uvm.edu</a> (802) 656-0945	
Director of Affirmative Action and Equal Opportunity		428 Waterman Building <a href="mailto:nstanton@uvm.edu">nstanton@uvm.edu</a> (802) 656-3368	

### Overview

Throughout the disability services process, it is important for faculty, staff, and Student Accessibility Services (SAS) staff members to work together interactively to determine accommodations that comply with federal law, are reasonable and appropriate, and do not impede the academic and technical standards or requirements of a class.

Faculty members with questions concerning SAS recommended accommodations should consult with Student Accessibility Services as quickly as possible to resolve any issues.

If Student Accessibility Services, the student, and the faculty member cannot agree on reasonable and appropriate accommodations, the case will be referred to the campus ADA/504 Coordinator, in the Office of Affirmative Action and Equal Opportunity (AAEO), for resolution.

## Applicability of the Procedure

This policy applies to all University of Vermont faculty, staff, faculty and students.

## Definitions

*For definitions related to these Procedures, please see: [Disability Certification, Accommodation and Support – Students](#).*

## Procedures

### **Referral to ADA/504 Coordinator**

The SAS Program Director will notify the ADA/504 Coordinator and request resolution when it becomes apparent that a faculty member disagrees with the academic accommodations recommended by Student Accessibility Services (SAS). The email to the ADA/504 Coordinator requesting resolution shall contain a summary of the disagreement and copies of all relevant documents.

The SAS Program Director will ensure that the faculty member and Department Chair, or Associate Dean in programs that do not have a Chair, are copied on this correspondence.

### **Review and Resolution Process**

The ADA/504 Coordinator will promptly review all materials, and consult with appropriate individuals, to determine a resolution of the situation.

The ADA/504 Coordinator may first attempt to resolve the matter directly with the faculty member ("Informal Resolution"). If Informal Resolution is achieved, the ADA/504 Coordinator will provide a written summary of the Informal Resolution to the student, faculty member, Department Chair, or Associate Dean in programs that do not have a Chair, and SAS Program Director. If an Informal Resolution is not achieved, the ADA/504 Coordinator will work in consultation with the student, faculty member, Department Chair, or Associate Dean in programs that do not have a Chair, the SAS Program Director, appropriate academic administrators, and the faculty member's Dean to arrive at a final decision.

The ADA/504 Coordinator will communicate the final decision in writing to the student, the faculty member, Department Chair, or Associate Dean in programs that do not have a Chair, and the SAS Program Director, with a copy to the faculty member's Dean and the student services staff in the appropriate college or school.

Interim academic accommodations may be required at the discretion of the ADA/504 Coordinator until final resolution is achieved, and will be communicated to the student, faculty member, the SAS Program Director, and the faculty member's Department Chair, or Associate Dean in programs that do not have a Chair.

## Forms/Flowcharts/Diagrams

- None

## Related Documents/Policies

- [Affirmative Action and Equal Opportunity Office](#)
- [Disability Certification, Accommodation and Support – Students Policy](#)
- [SAS Services](#)

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## Effective Date

Approved by the Vice Provost for Student Affairs January 7, 2019