

Disability Accommodations Procedure

Scope

Applies to Mayo Clinic College of Medicine and Science (MCCMS) faculty, employees and [learners](#), when a learner seeks [reasonable accommodation](#)(s) for a [disability](#).

Purpose

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

To ensure consistency and equal access for all learners 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.

To comply with relevant state laws.

Equipment/Supplies

N/A

Procedure

Learner	<ol style="list-style-type: none">1. Complete Disability Accommodations Registration and Services Statement from the pre-arrival welcome packet or from the Office of Student Services.2. Self-identify and register with the Office of Wellness and Academic Success to request disability learner accommodations.3. Provide disability documentation at time of registration.
Academic Success Advisor	<ol style="list-style-type: none">4. Review the documentation with the MCCMS Medical Director for Student Health and Disability Services or Regional Director for Student Health and Disability Services (Disability Officer) to make sure the disability meets ADA eligibility.<ol style="list-style-type: none">a. All documentation must be kept confidential.b. If no disability meets ADA eligibility, no accommodations are required. The ADA policy does not apply and the Academic Success Advisor will direct the learner to other supportive resources.5. Make sure the disability is properly documented.6. Determine whether standard accommodations or non-standard accommodations are reasonable and sufficient.

Standard Accommodations Procedure

Office of Wellness and Academic Success	<ol style="list-style-type: none">1. Generate an Accommodation Letter for the learner.2. Share Accommodations Letter with relevant Academic Program Leadership.
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Learner	3. Share the Accommodation Letter with faculty regarding the learner's need for specific, reasonable accommodations.
Academic Program Leadership	4. Ensure that academic program faculty provide and/or support accommodations.
Learner	5. Follow up with the Academic Success Advisor, as needed, to ensure that provided reasonable accommodations are meeting the learner's needs.

Non-Standard Accommodations Procedure

Office of Wellness and Academic Success	<ol style="list-style-type: none"> 1. Meet with learner to discuss whether the requested accommodations are reasonable. 2. Review proposed accommodations with the MCCMS Disability Officer. <ol style="list-style-type: none"> a. Provide additional information regarding the disability and requested accommodations to the Disability Officer on request. 3. Present the requested accommodations to the appropriate academic program leadership.
Academic Program Leadership	<ol style="list-style-type: none"> 4. With input from school leadership, accept or decline the requested accommodations as written within 14 business days. <ol 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 officer and the learner to discuss and identify whether reasonable accommodations exist.
Academic Success Advisor	<ol style="list-style-type: none"> 5. Follow-up with program leadership if not contacted within 14 business days. 6. Generate an Accommodation Letter for the learner. 7. Share Accommodation Letter with relevant Academic Program Leadership.
Learner	8. Share the Accommodation Letter with faculty regarding the learner's need for specific reasonable accommodations.
Academic Program Leadership	9. Ensure that academic program faculty provide and/or support accommodations.
Learner	10. Follow up with the Academic Success Advisor, as needed, to ensure that provided reasonable accommodations are meeting the learner's needs.

Troubleshooting

N/A

Procedural Notes

The Disability Officer will be consulted as appropriate to assist in determining whether reasonable accommodations exist and how reasonable accommodations are implemented to avoid undue burden for MCCMS.

Related Documents

[Disability Accommodations Policy](#)

[Disability Accommodations Registration and Services Statement](#)

[Request for Accommodations](#)

Definitions

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

Academic Success Advisors: the individuals in the Office of Wellness and Academic Success who work with the MCCMS Medical Director for Student Health and Disability Services or Regional Director for Student Health and Disability Services to approve and implement accommodations. They can be contacted through MCCMS Student Services at 507-284-3678.

Accommodations Letter: a letter generated by the Office of Wellness and Academic Success that informs program leadership and/or faculty about a learner's eligibility for reasonable accommodation services and needs. This letter maintains confidentiality about the nature of a disability and describes relevant, reasonable accommodations.

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), such as caring for one's self, performing manual tasks, learning, walking, seeing, hearing, breathing and working.

Disability Documentation: must include diagnosis of condition, definition of the functional limitations, recommendation for reasonable accommodations from a licensed professional.

Learner: a student or trainee participating in any academic program within MCCMS.

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 learner or others; fundamentally alter a course or program. Reasonable accommodations can be [Standard](#), [Non-Standard](#), or [Temporary](#):

- **Standard Accommodations:** determined by the Disability Officer and Office of Wellness and Academic Success to enable learners with disabilities to have access to education equivalent to that of their peers. These will be provided on an ongoing basis to ensure equal access in classroom/didactic coursework and

include: extended time on exams, reduced distraction environment for exams, access to slides, copy of notes, and access to recorded lectures. Program Leadership has confirmed that the accommodations listed above will not impact the essential requirements of the program and can be provided without additional discussion at the program level.

- **Non-Standard Accommodations:** determined by the Disability Officer and Office of Wellness and Academic Success in collaboration with Academic Program Leadership to enable learners with disabilities to have access to education equivalent to that of their peers. These are reasonable accommodations that the learner requires beyond standard accommodations. These are accommodations that may be provided on an ongoing basis in the classroom, lab, and/or clinical setting and require additional discussion with Academic Program Leadership to ensure that the approval and provision of the accommodations would in no way alter the essential requirements and/or technical standards of the program.
- **Temporary Accommodations:** determined by the Disability Officer and Office of Wellness and Academic Success in collaboration with Academic Program Leadership to enable learners with temporary conditions to have access to education equivalent to that of their peers. Due to the unforeseen nature of temporary disabilities these accommodations will be determined on a case-by-case basis and include an anticipated end date.

References

[The Rehabilitation Act of 1973](#)

[Americans with Disabilities Act of 1990](#)

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

Effective Date Current Version

12/01/2017