

# Faculty Development Center Disability Resource Center Accommodation Approvals & Q/A

## **DRC Team (as of 01/18/2024)**

Matthew Gregory  
Interim Director

Jenny Clark  
CATE Lab and Testing Coordinator

Yulanda Woods  
Administrative Assistant

Barb Gehring  
Assisting Case Manager from Career Services





# Agenda

- **Who does the DRC Serve & Support**
  - **Current Students, CSP, ECA, & Perspective Students/Families**
  - **Faculty, Staff, Deans & Department Heads, Housing & Dining**
- **Student Accommodation Request Process**
- **Student Approval Process**
  - **Reasonable vs. Unreasonable**
- **Communication Best Practices for Approved Accommodations**
- **Faculty Support & Accommodate Portal (SU24)**
- **Questions & Answers**

# Who is in the DRC? Where are we?

- **Matthew Gregory, ADA/504 Certified (ATIXA)**
  - Interim Director & EMU Title IX Coordinator; Director, Sexual Misconduct Prevention & Response Office
  - Student Center – Suite 250
- **Jenny Clark**
  - CATE Testing Lab Coordinator & Case Manager for Hearing and Visually Impaired Students
  - Ground Floor - Porter Building
- **Yulanda Woods**
  - Administrative Assistant
  - Student Center – Suite 250
- **Barb Gehring**
  - Temporary Case Manager & Career Services Coach
  - Advising Center – McKenny Union

**2 New Case Managers beginning February 5, 2024**

**2 Student Workers Sean and Alyssa**

**1 Graduate Student for Alternative Media Supports – Coming Soon!**

# Who does the DRC Serve & Support

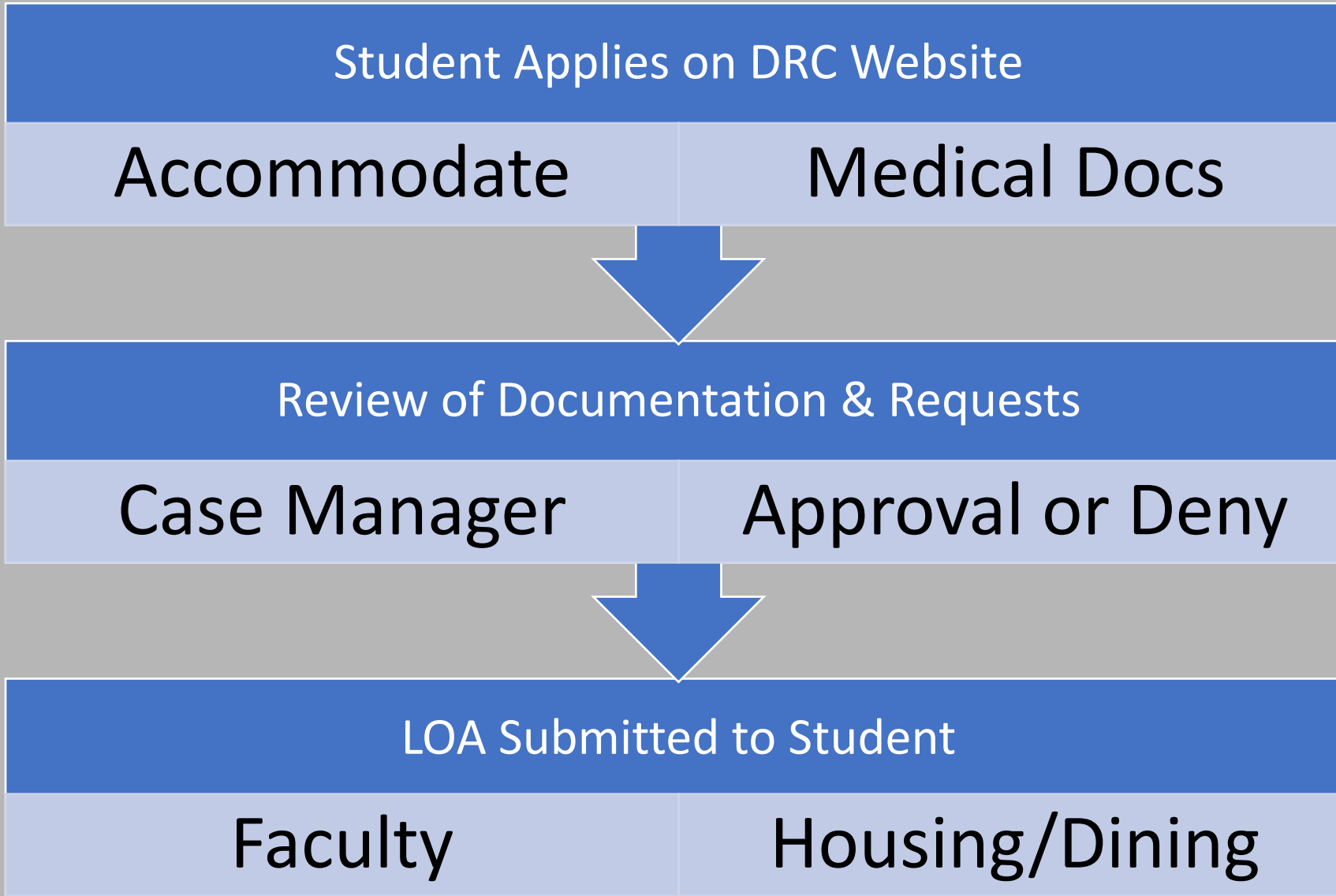
## **Current Students, CSP, ECA, & Perspective Students/Families**

- **Registered Students Online, Hybrid, and On-Ground Programs**
  - **Graduate and Undergraduate Populations**
- **SOAR & Orientation Events for Families and Perspective Students**
- **College Supports Program and Early College Alliance**

## **Faculty, Staff, Deans & Department Heads, Housing & Dining**

- **Questions about implementing LOAs**
- **Discussing why certain Accommodations may not work**
- **Making plans for future Accommodations**
- **Nutritional & Housing Accommodations**

# Student Accommodation Requests





# Current Process & Future Process

## **Current Process (No Platform)**

- Student received LOA via Email
- Students are asked to meet with Professor during Office Hours at beginning of semester (or when approved) to review LOA.
- If there are questions, concerns, or more information – Faculty and/or Student are asked to reach out to the DRC.

## **Future Process (SU24)**

- Student received LOA via Accommodate Platform
- Faculty will be able to access Accommodate and view by course
- Students are asked to meet with Professor during Office Hours at beginning of semester (or when approved) to review LOA.
- If there are questions, concerns, or more information – Faculty and/or Student are asked to reach out to the DRC.

# Reasonable Accommodation Approval Process

- **DRC Case Managers & Director review multiple documents from medical professionals on each student.**
  - **The medical diagnosis must be approved by the ADA (long-term or temporarily)**
- **We have a list of generally approved reasonable accommodations for most courses and academic programs.**
  - **Testing, recording/other adaptive technology, and breaks/extended time for assignments are common.**
- **Students and medical professionals can make additional requests, but they are reviewed on a course-by-course basis.**
- **If a request is initially deemed Unreasonable, it first is reviewed by a team (I.e., Director, Faculty Member, Dean/Department Head, Program Coordinator, etc.)**

**Failure to have a collaborative process or implement reasonable accommodations may put the University in legal trouble and may if severe enough lose Federal Aid for EMU. Similarly, this is also connected to Title IX requests for accommodations.**

# Communication & Best Practices

## **Student to Faculty**

- Student should be requesting a meeting
- Meeting is to ensure the LOA is understood and some require advanced notice.
- Some students may not know the flow of the course until they talk with you, so adjustments may need to be made.
- They need to be respect and are given these tips during their meeting with a Case Manager

## **Faculty & DRC**

- Don't be afraid to ask questions or voice concerns.
- Just because it is in the LOA does not mean it cannot be reviewed or adjusted.
- If students are becoming difficult or demanding, you have us as an additional office to support you.
- Request the Director of the DRC to meet with you and/or your Dean/Dept. Head to understand courses/programs in advance so we can adjust LOAs across the board or to specific courses (i.e. labs, practicums, etc.)



# New for Faculty – Accommodate Platform

## **Where we are now...**

- Current students had to be hand entered into Accommodate and their currently approved accommodations.
- New students for 2023-2024 Academic Year have been applying on Accommodate since 9/2023.
- DRC lost 2 Case Managers in 2023
- 2 New Case Managers begin in 2/2024
- Finalizing training for Case Managers and sending out final Academic Year Accommodation Letters for 23/24.
- April will no longer be Academic Year LOA, it will move to Semester LOA.

## **Summer & Fall 2024 Forward**

- Faculty have access now to Accommodate...
- ...Faculty won't see anything until Summer 2024 in their accounts.
- Once Semester approvals begin, faculty will be able to review the academic LOAs by each course or full list of students.
- Faculty will be invited to check their account by the end of Add/Drop and students will be told to inform them of an LOA.
- A meeting should still happen to review.
- Some students may still send a letter.



## Questions & Referrals to DRC



Interim Director: Matthew Gregory



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DRC Website: <https://www.emich.edu/drc/>