

MICHIGAN STATE UNIVERSITY

Revised Disability and Reasonable Accommodation Policy

August 22, 2024

Dear Members of the Steering Committee,

The Office for Civil Rights and Title IX Education and Compliance seeks feedback regarding the revised draft Disability and Reasonable Accommodation Policy. The policy explains the university's compliance obligations under applicable disability laws and regulations. Consistent with the values in the university's DEI and strategic plans, the policy also describes the university's commitment to provide equitable access to its programs, services, and activities. The policy applies to all educational programs, employment practices, and operations of the university, and to the conduct of students and employees that arises out of their employment or academic status, as well as to the conduct of all program participants, guests, patients, visitors, vendors, volunteers, contractors, subcontractors, and others who do business with the university.



Office for Civil Rights and Title IX Education and Compliance

Olds Hall
Michigan State University
408 W. Circle Dr., Suite 105
East Lansing, MI 48824

517-355-3960
Fax: 517-884-8513
civilrights.msu.edu

Why is the Policy Being Updated?

The [Disability and Reasonable Accommodation Policy](#) has not had a comprehensive review or update since it was originally issued in 2016. Policy revisions are necessary to update and clarify roles and responsibilities and to update accommodation, appeal and reporting procedures.

What's New?

The revised draft policy includes the following added content:

- Adds the following terms in the Definitions (Section III): Academic Adjustments; Accessible; Accommodation; Accommodation Letter Addendum; Auxiliary Aids; Employee; Fundamental Alteration; Pregnancy, Childbirth and Related Medical Conditions; Reasonable Accommodation; Student; Temporary Impairment; and Undue Burden/Hardship.
- Adds the following stakeholders to the Roles and Responsibilities (Section IV.A): Accommodation Specialist in the Office of Employee Relations; Access Specialist in the Resource Center for Persons with Disabilities; Human Resources; Faculty and Academic Staff Affairs; Office for Civil Rights and Title IX Education and Compliance - Department of Investigation, Support and Resolution; Colleges, Departments, Programs and Units; Students Seeking Accommodations; and Employees Seeking Accommodations.
- Adds procedures for addressing failure to implement approved student and employee accommodations (Section V.A.vi and V.B.vii).
- Adds accommodation procedures for applicants for employment, participants in Extension, Youth Programs, and Health Services (Section V.D.i).

- Adds procedures for reporting disability discrimination, harassment and retaliation, inaccessible digital content, and inaccessible buildings and physical spaces (Section V.C).
- Adds consequences for violations of the policy (Section VI).
- Adds related information and attachments (Section VII).
- Changes the name of the employee accommodation determination from “Statement of Employee Accommodation Determination (SEAD)” to “Accommodation Letter.”

What’s Not New but Clarifies Existing Content

The revised draft policy clarifies the following existing content:

- Clarifies the roles and responsibilities of each of the identified stakeholders in the Roles and Responsibilities (Section IV.A).
- Clarifies the Appeal procedures (Section V.D).
- Clarifies the procedures for seeking student and employee accommodations (Section V.A and B).

Requested Feedback

We are seeking feedback regarding the policy revisions. Feedback will be considered and discussed with the drafting committee and the Vice President of the Office for Civil Rights and Title IX Education and Compliance.

Please advise on which governing bodies should review and provide feedback to the policy.

Questions About the Policy

Questions about the policy or the review process can be directed to Tracy Leahy, the ADA and Section 504 Coordinator in the Office for Civil Rights and Title IX Education and Compliance at ocr.tracyleahy@msu.edu.

Attached is a copy of the draft revised policy.

Please do not hesitate to contact me if you have any questions.

Very sincerely yours,

Tracy Leahy

Tracy Leahy
ADA and Section 504 Coordinator
Ocr.tracyleahy@msu.edu