

**POLICY NAME: Disability and Reasonable Accommodation Policy**

**POLICY NUMBER:** Unique identifier assigned by OARC. Leave this area blank.

<b>Authority Title and Review Information:</b>	<b>Name and Date</b>
<b>Approval Authority:</b>	President
<b>Responsible Executive:</b>	Vice President – Office for Civil Rights and Title IX Education and Compliance
<b>Responsible Office:</b>	Office of the ADA Coordinator
<b>Responsible Officer:</b>	ADA and Section 504 Coordinator
<b>Policy Category:</b>	Ethics, Integrity and Compliance
<b>Effective Date:</b>	Date the policy was approved.
<b>Last Review Date:</b>	Date of the last policy review.
<b>Next Review Date:</b>	Date of next scheduled review; 3 years but not to exceed 5 years from last review date.

**I. POLICY STATEMENT**

Michigan State University prohibits discrimination and harassment, including failure to accommodate, against a qualified individual with a disability. The university also prohibits retaliation and interference with the exercise or enjoyment of any rights under this policy or the laws and regulations upon which it is based.

The university provides academic adjustments, auxiliary aids and services, and assistive technologies that are necessary to afford a qualified individual with a disability equal opportunity to participate in the university’s programs, services, and activities. In accord with federal and state disability laws, the university is not required to provide adjustments, aids, or services, that would result in a fundamental alteration of its program, impose an undue administrative or financial burden, or are directly related to a licensing requirement.

The university provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment unless to do so would cause undue hardship.

Fundamental alteration and undue burden/hardship are individualized assessments made by the Resource Center for Persons with Disabilities (RCPD), the Accommodation Specialist in the Office of Employee Relations, the Fundamental Alteration Committee, and/or the ADA Coordinator.

## **II. SCOPE**

This policy clarifies the rights and responsibilities of students, employees, colleges, departments, programs, and units to comply with federal and state disability laws, including but not limited to Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Michigan Persons with Disabilities Civil Rights Act (MPWDCRA), and Section 1557 of the Affordable Care Act.

This 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.

## **III. DEFINITIONS**

- A. Academic Adjustments – Modifications to academic requirements as are necessary to ensure that such requirements do not discriminate against a qualified person with a disability, including but not limited to changes in the length of time permitted for the completion of degree requirements, extra time to take a quiz or test, substitution of specific courses required for the completion of degree requirements, and adaptation of the way specific courses are conducted. Academic adjustments are also referred to as reasonable accommodations.
- B. Accessible - A person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the benefits and opportunities.
- C. Accommodation - Any change in the work or educational environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities, and equal access to programs, services, and activities.
- D. Accommodation Letter – For students, a document issued by RCPD that enables a student to validate and communicate their accommodation needs to faculty. For employees, a document issued by the Accommodation Specialist in the Office of Employee Relations in Human Resources that communicates to

supervisors an employee's need for an accommodation. Employee Accommodation Letters should be held in a confidential place separate from the employee's personnel file. Faculty and supervisors are responsible for maintaining confidentiality of the Accommodation Letter and for facilitating the granted accommodations outlined in the document.

- E. Accommodation Letter Addendum – A document that enables students in clinical rotations and field placement settings (e.g., medical school, veterinary school, nursing, education, law school, graduate dissertation settings) to communicate accommodation needs during internships, externships, clinical experiences, and graduate dissertations.
- F. Auxiliary Aids – Supports the university provides to ensure that no qualified student with a disability is excluded from participation in, or otherwise subjected to discrimination. Examples include taped texts, interpreters, or other effective methods of making orally delivered materials available to students who are deaf or hard of hearing, readers in libraries for students who are blind or have low vision, classroom equipment adapted for use by students with mobility and dexterity impairments, and other similar services and actions. The university is not required to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.
- G. Disability – A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment or being regarded as having such an impairment.
- H. Employee – An individual employed by an employer. Generally, an individual is an employee if the university controls the means and manner of work performance. An employee may include faculty, instructors, staff, graduate assistants, teaching assistants, resident assistants, and student employees.
- I. Fundamental Alteration – A reasoned and individualized determination, after consideration of alternative means, their feasibility, cost, and effect on the academic program, that a requested accommodation or academic adjustment would result either in lowering of academic standards or require substantial program alteration.
- J. Pregnancy, Childbirth and Related Medical Conditions - Students and employees needing accommodations for pregnancy, childbirth or related medical conditions should consult the [Pregnancy, Childbirth and Pregnancy-Related Conditions for Students and Employees Policy](#). While pregnancy is not a disability, pregnancy-related medical impairments that are substantially limiting may be a disability under this policy. Examples of pregnancy-related impairments that may be substantially limiting include placenta previa, gestational diabetes, pregnancy related sciatica, preeclampsia, and mental health care related to pregnancy and pregnancy-related conditions. Students and employees needing

accommodations for pregnancy-related medical impairments that are substantially limiting should follow the procedure in this policy. RCPD, the Title IX Coordinator and the Accommodation Specialist may simultaneously engage with students and employees needing reasonable accommodations for a disability-related reason.

- K. Qualified Individual with a Disability - An individual who, with or without reasonable accommodation, can perform the essential functions of the job, or who meets the academic and technical standards requisite for admission or participation in the university's educational program or activity.
- L. Reasonable Accommodation – In the employment context, modifications to the work environment or adjustments in how and when a job is performed, including: making existing facilities accessible, job restructuring, part-time or modified work schedules, acquiring or modifying equipment, changing tests, training materials, or policies, providing qualified readers or interpreters, and reassignment to a vacant position. This term is also used to refer to academic adjustments, reasonable modifications, and auxiliary aids and services for students.
- M. Student – A student is defined by the [Office of the Registrar](#).
- N. Temporary Accommodation Letter - A document that performs the same functions as an accommodation letter for students or employees with temporary impairments. RCPD issues Temporary Accommodation Letters for students with temporary impairments. The Accommodation Specialist in the Office of Employee Relations assists colleges, departments, programs, and units coordinate temporary accommodations for employees.
- O. Temporary Impairment – A medical condition that does not constitute a disability. The determination of whether a temporary impairment is substantial enough to be a disability is determined on a case-by-case basis, taking into consideration both the duration (or expected duration) of the impairment and the extent to which it limits a major life activity.
- P. Undue Burden/Hardship – Significant difficulty or expense. Undue burden/hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the college, department, program, service, or unit. An individualized assessment is made to determine undue burden/hardship.

#### **IV. POLICY**

- A. Roles and Responsibilities
  - a. ADA and Section 504 Coordinator
    - i. Designated by the university to coordinate compliance with state and federal disability laws.

- ii. Responsibility for operationalizing this policy and the internal process for appealing accommodation determinations.
  - iii. Consults with and provides advice to colleges, departments, programs, units, and individuals regarding disability matters, accommodations and access to the university's facilities, programs, and services.
  - iv. Provides training and advice regarding interpretation of this policy and the laws on which it is based.
  - v. Decides appeals from students, employees, colleges, departments, programs, units, applicants for employment, program, and event participants of an accommodation determination. See Appeal Procedures at Section V.C.
  - vi. Assists faculty, instructors, colleges, departments, programs, and units in understanding the university's obligations under this policy and applicable disability laws.
- b. Accommodation Specialist in the Office of Employee Relations (OER)
- i. Leads and coordinates the employment accommodation process.
  - ii. Assesses workplace needs.
  - iii. Determines reasonable accommodations for employees.
  - iv. Links individuals with technology, education, and resources as part of the workplace reasonable accommodation process.
  - v. Clarifies and responds to questions from employees, supervisors, colleges, departments, programs, and units regarding the scope of a particular accommodation, and how to how implement the accommodation.
  - vi. Assists employees, supervisors, colleges, departments, programs, and units to understand the university's obligations under this policy and applicable disability laws.
- c. Access Specialist in the Resource Center for Persons with Disabilities
- i. Assesses and documents disabilities for students and employees.
  - ii. Determines reasonable accommodations for students.
  - iii. Links students with technology, education, and resources as part of the reasonable accommodation process.
  - iv. Clarifies and responds to questions from students, faculty, instructors, colleges, departments, programs, and units, regarding the scope of a particular accommodation, and how to how implement the accommodation.
  - v. Assists faculty, instructors, colleges, departments, programs, and units in understanding the university's obligations under this policy and applicable disability laws.
- d. Human Resources

- i. Assists employees and supervisors in understanding the university's obligations under this policy and applicable disability laws.
  - ii. Coordinates with the ADA Coordinator, the Accommodation Specialist, the Unit Human Resources Manager and the applicable college, department, program, or unit leadership to inform supervisors of their obligations to provide accommodations and in coordination with applicable college, department, program, or unit leadership, advises the unit on the appropriate follow up, including where applicable, disciplinary action.
  
- e. Faculty and Academic Staff Affairs
  - i. Assists faculty, academic staff, academic leaders, executive management, colleges, departments, programs, and units, in understanding the university's obligations under this policy and applicable disability laws.
  - ii. Coordinates with the ADA Coordinator, RCPD, and the applicable college, department, or program leadership to inform faculty of their obligations to provide accommodations and in coordination with the applicable college, department, or program leadership, advises the unit on the appropriate follow-up, including where applicable, disciplinary action.
  
- f. Office for Civil Rights and Title IX Education and Compliance – Investigation, Support and Resolution Department
  - i. Reviews, investigates, and makes findings of policy violations of complaints of disability discrimination, failure to implement an approved accommodation, harassment, and retaliation.
  
- g. Colleges, Departments, Programs and Units
  - i. Ensures that the work and educational environments, programs, courses, and events, are accessible.
  - ii. Implements workplace and student accommodations as set forth in an Accommodation Letter.
  
- h. Faculty and Instructors
  - i. Provides information in the course syllabus directing students to RCPD if they need accommodations for a disability.
  - ii. Refers students to RCPD as necessary upon notification a student may need accommodations to ensure equal access to the educational program.
  - iii. Ensures that course instruction, documents, and materials (physical and digital) are accessible.
  - iv. Provides information to RCPD regarding course syllabus, learning objectives, etc., as requested.

- v. Maintains the confidentiality of a student's disability and accommodations, except as necessary to implement the accommodations.
- vi. Does not discuss the student's disability or Accommodation Letter in the presence of other students or other individuals who do not have a need to know.
- vii. Implements accommodations in the Accommodation Letter as written. Continues to provide the accommodations in the Accommodation Letter until a new or revised Accommodation Letter is issued.
- viii. Promptly contacts the Access Specialist identified on the student's Accommodation Letter with any questions about implementation of the accommodation, the student's use of accommodations, or concerns that a specific accommodation fundamentally alters core curricular requirements. Continues to provide the accommodations in the Accommodation Letter until a new or revised Accommodation Letter is issued.

i. Students Seeking Accommodations

- i. Self identifies and registers health condition with RCPD.
- ii. Participates in a needs assessment with RCPD.
- iii. Provides reasonable medical documentation to RCPD regarding the disability and functional impacts when the disability and/or the need for accommodation is not obvious.
- iv. Provides Accommodation Letter to faculty/instructor, ideally prior to or during the first week of class or as soon as possible.
- v. Meets with faculty/instructor to discuss implementation of accommodations.
- vi. Maintains proactive dialogue with faculty/instructor including prior to due dates for projects and assignments where accommodations are needed.
- vii. Notifies faculty/instructor at least 7 calendar days before each timed assessment, and 14 calendar days in advance of final exams of accommodations. Reasonable efforts to provide timed assessment and final exam accommodations will be made but cannot be guaranteed when timely notification is not made by the student.
- viii. Promptly contacts the RCPD Access Specialist identified on the student's Accommodation Letter if granted accommodations are not implemented, not implemented as written or not meeting needs.

j. Employees Seeking Accommodations

- i. Self identifies and registers health condition with RCPD.
- ii. Participates in a needs assessment with the Access Specialist in RCPD and/or the Accommodation Specialist in OER.

- iii. Provides reasonable medical documentation to RCPD to substantiate the disability and the need for accommodations when the disability and/or the need for accommodation is not obvious.
  - iv. Meets with the Accommodation Specialist to discuss reasonable accommodations.
  - v. Promptly contacts Accommodation Specialist in the Office of Employee Relations if granted accommodations are not implemented, not implemented as written or not meeting needs.
- k. Supervisor
- i. Actively participates in the accommodation process.
  - ii. Provides referral to RCPD as necessary.
  - iii. Provides information to OER regarding the employee's job duties and feasibility or burden of requested accommodation.
  - iv. Maintains the confidentiality of an employee's disability and accommodations, except as necessary to implement the accommodations.
  - v. Maintains the Accommodation Letter in a confidential place separate from the employee's personnel file.
  - vi. Does not discuss the employee's disability or accommodations in the presence of other employees outside of those with a need to know.
  - vii. Implements accommodations in the Accommodation Letter as written. Continues to provide the accommodations in the Accommodation Letter until a new or revised Accommodation Letter is issued.
  - viii. Promptly contacts the Accommodation Specialist identified on the employee's Accommodation Letter with any questions about implementation of accommodations, questions about the employee's use of a specific accommodation or concerns that a specific accommodation is an undue hardship. Continues to provide the accommodations in the Accommodation Letter until a new or revised Accommodation Letter is issued.

B. Resources and Contacts

a. Resource Center for Persons with Disabilities

Director, RCPD  
120 Bessey Hall  
East Lansing, MI 48824  
(517) 884-7273 (4-RCPD)  
[www.rcpd.msu.edu](http://www.rcpd.msu.edu)

b. ADA and Section 504 Coordinator in the Office for Civil Rights and Title IX  
Education and Compliance

Tracy A. Leahy  
Room 4 Olds Hall



East Lansing, MI 48824  
(517) 355-3960  
ocr@msu.edu  
OCR.tracyleahy@msu.edu  
[www.civilrights.msu.edu/ada\\_coordinator](http://www.civilrights.msu.edu/ada_coordinator)

- c. Office of Employee Relations  
Accommodation Specialist  
1407 S. Harrison  
Suite 240 Nisbet Building  
East Lansing, MI 48823  
(517) 353-5510  
[Hr.Er@campusad.msu.edu](mailto:Hr.Er@campusad.msu.edu)
  
- d. Investigation, Support and Resolution (ISR) Department in the Office for  
Civil Rights and Title IX Education and Compliance  
Room 5 Olds Hall  
East Lansing, MI 48824  
(517) 353-3922  
[OCR.ISR@msu.edu](mailto:OCR.ISR@msu.edu)

## V. POLICY PROCEDURES

### A. Accommodation Procedures

#### A. Student Accommodation Procedures

##### i. Self-Identification and Registration

1. Students needing an accommodation are required to self-identify as a person with a disability with RCPD via [MyProfile](#) and make a written request for an accommodation with RCPD.

##### ii. Medical Documentation

1. Upon receipt of a request to register from [MyProfile](#), an Access Specialist will contact the student through their MSU email account to request documentation of their disability, when the disability and/or the need for accommodation is not obvious. RCPD offers guidelines and fillable forms to facilitate collection of necessary medical documentation from health professionals. At any time during the accommodation request process, RCPD may ask for additional medical documentation of the disability and of the need for an accommodation.

##### iii. Needs Assessment

1. Once sufficient documentation is received, the Access Specialist will contact the student to set up a needs assessment. The needs assessment is a meeting with the

student and RCPD to fully discuss the student's functional limitations, barriers to access and accommodation requests.

iv. Accommodation Determination

1. After documentation of a disability has been provided and a needs assessment completed, reasonable accommodations are determined. What constitutes a reasonable accommodation will vary depending on the circumstances of each case. In evaluating alternatives for accommodation, the preferences of the student are considered, but the ultimate decision regarding what type of accommodation will be provided is made by RCPD.
2. When accommodations are granted, RCPD provides students with an Accommodation Letter. Accommodations may include the following:
  - a. Testing accommodations
  - b. Alternative formats and technology
  - c. Classroom accommodations
  - d. Housing and campus life accommodations
  - e. Sign Language Interpreting
  - f. Real-Time Captioning
3. The Accommodation Letter cannot be generated until the student:
  - a. Identifies and registers their disability.
  - b. Requests academic adjustments or other accommodations.
  - c. Participates in a needs assessment with RCPD.
4. Accommodation Letter Characteristics:
  - a. Accommodations are prescribed with opportunity for feedback from faculty if concerns exist for negative impact on course operations.
  - b. The student and RCPD specialist are named in the Accommodation Letter should faculty need clarification or have concerns.
  - c. The Accommodation Letter contains background information and a summary of roles for each party.
  - d. The expiration date on the Accommodation Letter ensures routine review of individualized needs.
  - e. View a [Sample Accommodation Letter](#).

v. Accommodation Letter Addendum

1. The Accommodation Letter Addendum is used for students who need accommodations in clinical rotations and field placement settings. The Accommodation Letter Addendum lists each accommodation and a determination based upon discussion with both the student and program

faculty/instructor. A determination will reflect that it is “granted,” “granted as modified,” or “denied.” Each determination contains an explanation of how RCPD reached its determination. This process is highly interactive and individualized. Advanced planning is important. Students are encouraged to seek accommodations for clinical rotations and field placement settings as soon as possible. Students should continue to use their Accommodation Letter for classroom-based accommodations.

2. Students in the health professions who need accommodations for exams administered by external entities should promptly consult with their professional program. Accommodations for exams administered by external entities require the submission of medical records and other documentation. Exam accommodations by external entities frequently take substantial time (more than 90-days) to process and arrive at a reasonable accommodation determination. Students are strongly encouraged to request accommodations as soon as possible so as not to delay program progression and completion.

vi. Procedures for Addressing Failure to Implement Approved Student Accommodations

1. Students who do not receive the accommodations in their accommodation letter should promptly notify their RCPD Access Specialist who will contact the faculty member or instructor to advise and inform the faculty member or instructor of their responsibilities to implement the accommodations.
2. If after speaking with the RCPD Access Specialist, the student does not receive their accommodations, the RCPD Access Specialist will notify the ADA Coordinator who in coordination with FASA and the Dean, Chair, Program Director, or Unit Administrator will advise the faculty member or instructor of the University’s obligations to provide the accommodations, request compliance and provide information of the possible consequences of not providing accommodations.
3. Regardless of any action taken by RCPD, the ADA Coordinator, FASA, the Dean, Chair, Program Director, or Unit Administrator to address the student’s concern that they have not received their RCPD issued accommodations, the student may make a report of disability discrimination to MSU’s Office for Civil Rights and Title IX Education and Compliance - Investigation, Support and Resolution

Department using the [Incident Reporting Form](https://civilrights.msu.edu/file-a-report/index.html)  
(<https://civilrights.msu.edu/file-a-report/index.html>):

Investigation, Support and Resolution Department  
Office for Civil Rights and Title IX Education and Compliance  
Olds Hall  
408 W. Circle, Suite 5  
Michigan State University  
East Lansing, MI 48824  
(517) 353-3922  
[ocr.isr@msu.edu](mailto:ocr.isr@msu.edu)  
[www.civilrights.msu](http://www.civilrights.msu)

## B. Employee Accommodation Procedures

### i. Self-Identification and Registration

1. Employees requiring an accommodation must register as a person with a disability via [MyProfile](#) and request accommodations.

### ii. Medical Documentation

1. Employees must provide RCPD with medical documentation of the disability when the disability and/or the need for accommodation is not obvious. RCPD offers guidelines and fillable forms to facilitate collection of the necessary medical documentation from health professionals. RCPD may ask for additional medical documentation of the disability and of the need for an accommodation at any time.

### iii. Needs Assessment

1. Once sufficient documentation is received, the Access Specialist in RCPD will promptly notify the Accommodation Specialist in the Office of Employee Relations if a determination is made the employee has a disability. The Accommodation Specialist will communicate with the employee to conduct the needs assessment. The needs assessment is a meeting with the employee and the Accommodation Specialist to discuss the employee's job functions, functional limitations, barriers to access, and accommodation requests.

### iv. Interactive Process

1. After conducting the needs assessment, the Accommodation Specialist communicates with the employee's supervisor/unit administrator(s), and if requested or necessary, applicable Human Resources staff or FASA, to discuss the employee's essential job functions, the functions of the unit, the

employee's accommodation requests, and whether the accommodation request poses an undue hardship to the operations of the college, department, program or unit, and alternative equally effective accommodations.

v. Accommodation Determination

1. What constitutes a reasonable accommodation will vary depending on the circumstances of each case. In evaluating accommodations, the preferences of the individual are considered, but the ultimate decision regarding the type of accommodation if any, is made by the Accommodation Specialist. All relevant factors will be considered, including the following:
  - a. Whether an accommodation is needed.
  - b. If needed, whether an accommodation would be effective.
  - c. If effective, whether the accommodation is reasonable and whether providing the accommodation would impose an undue hardship.
2. As necessary, RCPD may assist the Accommodation Specialist in identifying or securing resources for agreed-upon accommodations. The college, department, program, or unit is responsible for the cost of employee accommodations. Significant cost to a unit may be discussed with the Provost or Executive Vice President for Administration.
3. A new Accommodation Letter may be necessary if the employee's position or job duties are changed, or the employee begins employment with a different college, department, program, or unit.
4. University-issued equipment, furniture or other devices provided as an employee accommodation, must be returned to the Accommodation Specialist or college, department, or unit upon separation of employment.

vi. Accommodation Letter Characteristics:

1. Requested accommodations are marked as one of the following: granted, granted with modification, or denied. Determination comments and dates are provided by the Accommodation Specialist to further explain the outcome.
2. The employee, their supervisor, and the Accommodation Specialist are named on the Accommodation Letter should supervisors need clarification or desire further communications with the Accommodation Specialist.
3. View a [Sample Accommodation Letter](#).

- vii. Procedures for Addressing Failure to Implement Approved Employee Accommodations
  - 1. Employees who do not receive the accommodations in their accommodation letter should promptly contact the Accommodation Specialist who will directly notify the employee's supervisor to advise and inform the supervisor of their responsibilities to implement the accommodations.
  - 2. If after speaking with the Accommodation Specialist, the employee does not receive the accommodations in the accommodation letter, the Accommodation Specialist will notify the ADA Coordinator who in coordination with the Accommodation Specialist, the unit Human Resources Manager, and other managerial staff as determined necessary, will advise the supervisor of the University's obligations to provide the accommodations, request compliance and provide information of the possible consequences of not providing accommodations.
  - 3. Regardless of any action taken by the Accommodation Specialist, the ADA Coordinator, the unit Human Resources Manager or the unit to address the employee's concern that they have not received their accommodations, the employee may file a complaint of disability discrimination with MSU's Office for Civil Rights and Title IX Education and Compliance - Investigation, Support & Resolution Department using the [Incident Reporting Form \(https://civilrights.msu.edu/file-a-report/index.html\)](https://civilrights.msu.edu/file-a-report/index.html).

B. Other Accommodation Procedures

- i. Accommodations for Applicants for Employment
  - 1. Applicants for employment needing accommodations to participate in the application process, should contact the [ADA Coordinator](#) who will coordinate with the hiring college, program, department, or unit to facilitate reasonable accommodations.
- ii. Accommodations for Youth and Extension Programs
  - 1. Individuals needing accommodations to participate in Youth or Extension Programs should contact the Youth Program Leader or event point of contact as soon as possible but no less than two weeks prior to the start of the event or program to ensure consideration of the request. Requests received after this time will be honored whenever possible.
- iii. Accommodations and Effective Communication in the Delivery of Health Programs and Telehealth Services

1. Patients and family members of patients needing accommodations to effectively communicate during delivery of health or telehealth services, or needing other reasonable modifications, should contact the manager of their physician's office.
- iv. Commencement Accommodations
  1. Students and visitors needing accommodations for commencement can find procedures for seeking accommodations on the [Commencement website](#). Additional information can also be obtained by calling (517) 353-3993 or emailing: [commencement@msu.edu](mailto:commencement@msu.edu).
- v. Spartan Sporting Event Accommodations
  1. The [Official Website of Spartan Athletics](#) contains the procedures for seeking accommodations including accessible seating for sporting events.
- vi. Wharton Center Event Accommodations
  1. The [Wharton Center website](#) contains the procedures for requesting accessibility services including language interpretation, audio description, open captioning, assistive listening devices, curb to seat service, accessible restrooms, wheelchair seating and other seating accommodations, barrier free parking, drop off location, sensory kits, and large print programs.

### C. Reporting Procedures

#### A. Reporting Disability Discrimination, Harassment or Retaliation, Inaccessible Digital Content, and Inaccessible Buildings and Physical Spaces

##### i. Reporting Disability Discrimination, Harassment and Retaliation.

1. Individuals who believe they have experienced disability discrimination, harassment or retaliation, are encouraged to file a report with the Office for Civil Rights and Title IX Education and Compliance- Investigation, Support and Resolution Department using the [Incident Reporting Form](#) (<https://civilrights.msu.edu/file-a-report/index.html>) or contact:

Investigation, Support and Resolution Department  
Office for Civil Rights and Title IX Education and Compliance  
Olds Hall  
408 W. Circle, Suite 5  
Michigan State University  
East Lansing, MI 48824

(517) 353-3922  
ocr.isr@msu.edu  
www.civilrights.msu

- ii. Reporting Inaccessible Digital Content
  - 1. Web and digital content that the university has created that is not fully accessible to individuals with disabilities can be reported through the [Inaccessible Digital Content Report Form](#).
- iii. Reporting Inaccessible Physical Spaces and Buildings
  - 1. Reports of inaccessible physical spaces and buildings may be made to the ADA Coordinator using the [Incident Reporting Form](#). Suggestions for improving building and physical space accessibility may be made using the [Accessibility Suggestion Form](#).

#### D. Appeal Procedures

- A. Students, employees, supervisors, colleges, departments, programs, units, applicants for employment, program and event participants, and members of the public may appeal a decision to grant or deny an accommodation, to the ADA Coordinator.<sup>1</sup>
  - i. Appeals are filed using the [Incident Reporting Form](#) or sent in writing to the university's ADA and Section 504 Coordinator:  
Tracy A. Leahy  
ADA and Section 504 Coordinator  
Office for Civil Rights and Title IX Education and Compliance  
Room 4 Olds Hall  
East Lansing, MI 48824  
(517) 355-3960  
ocr@msu.edu  
OCR.tracyleahy@msu.edu  
[www.civilrights.msu.edu/ada\\_coordinator](http://www.civilrights.msu.edu/ada_coordinator)
  - ii. Appeals to the ADA Coordinator must be filed within thirty (30) calendar days of the date the Accommodation Letter is issued or an accommodation determination is made. This time limitation may be extended for good cause, as determined by the ADA Coordinator.
  - iii. Appeals to the ADA Coordinator must contain the name of the person or unit appealing the accommodation determination and state the reason the accommodation determination was incorrect.
  - iv. All relevant persons will be notified in writing when an appeal is filed.

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<sup>1</sup>Students also have the option of first filing a request for [Dispute Resolution](#) with RCPD. Upon receipt of a Dispute Resolution request, RCPD's Director or Assistant Director will gather information to provide a response to the student's request that RCPD reconsider its disability or accommodation determination. Because appeals to the ADA Coordinator are final, a student may not pursue [Dispute Resolution](#) after the ADA Coordinator issues an appeal decision.



- v. The ADA Coordinator (or designee) will review the appeal. This review will afford all interested persons an opportunity to provide information relevant to the appeal.
- vi. The ADA Coordinator (or designee) may meet individually or as a group with interested persons with relevant information before issuing the appeal decision.
- vii. While an appeal is pending, the accommodations in the Accommodation Letter must be provided to the student or employee.
- viii. The ADA Coordinator will maintain the files and records relating to the appeal.
- ix. The ADA Coordinator will issue a written appeal decision simultaneously to the interested persons within 30 calendar days of receipt of the appeal. This time frame may be extended for good cause.
- x. Appeal decisions by the ADA Coordinator are final and are not subject to further internal review.
- xi. The ADA Coordinator will make appropriate arrangements to ensure that persons with disabilities are afforded accommodations to participate in the appeal process.

## **VI. VIOLATIONS**

Failure to implement approved accommodations may be a violation of this policy and/or the Anti-Discrimination Policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Contractors, vendors, and other service providers who violate this policy may face termination of their business relationship with the university.

## **VII. RELATED INFORMATION AND ATTACHMENTS**

[Anti-Discrimination Policy](#)

[Accessibility Suggestion Form](#)

[Assistance Animal in University Housing Policy](#)

[Barrier Free Access Statement](#)

[Digital Accessibility Training](#)

[Digital Accessibility Policy](#)

[Disability Accommodation Training](#)

[Guide to Hosting Accessible and Inclusive Events](#)

[Health Care Non-Discrimination Notice](#)

[Housing Accommodations](#)

[Inaccessible Digital Content Form](#)

[Incident Reporting Form](#)

[Pregnancy, Childbirth and Pregnancy Related-Conditions for Students and Employees](#)

[Service Animal Policy](#)

## VIII. HISTORY

[Document the history of issuance, approvals, and revisions of the policy in the table. For new revisions and where possible for historical revisions, note the part of the policy that was revised and reason for the revision.]

NOTE: OARC will complete the table below

Action	Description
Issued: (no additional information needed in this section)	<ol style="list-style-type: none"><li>1. [executive position/committee, month/date/year]</li><li>2. [month/date/year]</li></ol>
Approved by: (no additional information needed in this section)	<ol style="list-style-type: none"><li>1. [committee, name, date]</li><li>2. [name]</li><li>3. [date]</li></ol>
Revised: (no additional information needed in this section).	<ol style="list-style-type: none"><li>1. [committee/executive position title with name]</li><li>2. [month/date/year]</li><li>3. Revisions include section 2.2 ...</li></ol>