

STANDARD ADMINISTRATIVE PROCEDURE

08.01.02.M0.04 Student Requests for Academic Accommodations under the Americans with Disabilities Act (ADA)

Approved May 21, 2025

Next Scheduled Review: May 21, 2030

Standard Administrative Procedure (SAP) Statement

Texas A&M University (TAMU) provides equal opportunity to all employees, students, applicants for employment and admission, and public who have disabilities.

This procedure provides guidance in complying with local, state and federal civil rights laws and regulations with regard to qualified individuals with disabilities (IWDs) which includes students' requests for academic accommodations. This SAP details the requirements for students to request academic accommodations and engage in the interactive process.

Definitions

Definitions related to the ADA and reasonable accommodations are contained in [System Regulation 08.01.02, Civil Rights Protections for Individuals with Disabilities and Certain Other Employees](#)

Procedures and Responsibilities

1. GENERAL
 - 1.1. It is the responsibility of the student with a disability to request accommodations when needed for a disability.
2. RESPONSIBILITIES
 - 2.1 Students with a disability must contact Disability Resources (DR) or the respective Disability Services Office to request academic accommodations.
 - 2.2 DR ensures that the institution provides access to students with disabilities while simultaneously protecting the integrity of the academic programs and services. DR receives requests for accommodations from current students, reviews, assesses, and

determines student requests for accommodations, coordinates with faculty and staff, manages the testing administration center, and assists with providing assistive technology assessments and other disability-related needs for students.

- 2.3 Access coordinator (AC) – responsible for disability determination, accommodation decisions, and consultation with faculty.
 - 2.4 ADA Coordinator - oversees ADA compliance at the university. Assists DR with the review of accommodations and accommodation denials, as needed.
 - 2.5 Civil Rights and Title IX Office (CR/T9) – receives and investigates complaints of discrimination, harassment, or related retaliation based on applicable laws.
 - 2.6 Faculty and instructors at Texas A&M University - implement academic accommodations approved by DR and/or the ADA coordinator.
3. WHERE TO SUBMIT A REQUEST FOR ACCOMMODATION(S):
- 3.1 Students with disabilities who would like to request accommodations may contact the following resources based on their campus location:
 - 3.1.1 Texas A&M University; College of Nursing; College of Dentistry; Irma Lerma Rangel College of Pharmacy College Station; College of Medicine; School of Public Health; Institute of Biosciences and Technology; EnMed Program; Bush School in Washington, D.C.; Mays Business School – CityCentre; TAMU at Galveston, and TAMU Engineering Academies should contact Disability Resources at (979) 845-1637 or disability@tamu.edu.
 - 3.1.2 Texas A&M University School of Law should contact the Office of Student Affairs at (817) 212-4111 or law-disability@law.tamu.edu to request accommodations.
 - 3.1.3 Irma Lerma Rangel College of Pharmacy in Kingsville should contact the Disability Resource Center at Texas A&M University - Kingsville at (361) 593-3024 or drc.center@tamuk.edu to request accommodations.
 - 3.1.4 Texas A&M University College of Veterinary Medicine and Biomedical Sciences in Canyon should contact the Office of Student Accessibility at West Texas A&M University – Canyon at (806) 651-2335 or osa@wtamu.edu.
 - 3.1.5 Texas A&M University at Qatar should contact the campus psychologist at counseling@qatar.tamu.edu.
4. PROCEDURE FOR STUDENTS TO REQUEST ACADEMIC ACCOMMODATION(S)
- 4.1 Requesting an academic accommodation.

Students must provide the following to support each request:

- [New Student Application](#)
- [Relevant supporting documentation](#)

Supporting documentation – Supporting documentation should provide information on the impact of the student’s disability to identify appropriate accommodations.

- Common sources of documentation include healthcare providers, psychologists, licensed counselors, and diagnosticians. ACs may request additional information as needed while providing accommodations.
- Copies of accommodations approved from a previous school(s) such as accommodation agreements, 504 plans/IEPs, and/or standardized exams can be included as additional information but may not be independently sufficient.
- Documentation should be typed on letterhead, dated, and signed by a qualified professional. This information must be complete and provide clear information so that the request may be properly evaluated.
- Documentation should state the disability or disabilities and describe the impact or symptoms of the disability.

Students with questions regarding documentation guidelines must contact DR at 979-845-1637 or disability@tamu.edu.

4.2 Accommodations coordination

Once the student’s accommodation request and supporting documentation have been reviewed, the student’s file will be assigned to an AC. The AC will contact the student to schedule a meeting. These appointments may be scheduled two to three weeks out depending on the time of the year. If a student is co-enrolled and taking courses with other institutions (such as Blinn), the student will need to request accommodations with the disability services office at the other school. Accommodation decisions made by DR are independent of those issued by other schools.

4.3 Interactive process

4.3.1 The interactive process is a dialogue between the student and the university to determine reasonable accommodations. The AC will engage in discussions with the student regarding the accommodation requested, previous accommodations and the functional limitations of the student. Additional documentation may be needed if documentation does not include enough information to determine limitations or develop a plan.

4.4 Assessment of an accommodation request

- 4.4.1 Once the completed *New Student Application* and supporting documentation are received, the AC will:
 - 4.4.1.1 Engage in the interactive process with the student;
 - 4.4.1.2 Review the documentation to determine if the requested accommodation is reasonable;
 - 4.4.1.3 Review alternate accommodation options;
 - 4.4.1.4 If documentation is incomplete or unclear, determine what information is needed and request the student contact the provider and get updated information to resubmit for review; and
- 4.4.2 The director of DR or designee reserves the right to request a second opinion from a provider selected by the university.
- 4.5 The following factors will be considered in determining whether to grant an accommodation: Is the student an individual with a disability as defined by System Regulation 08.01.02;
 - 4.5.2 Does the information submitted establish a link between the disability and the accommodation requested;
 - 4.5.3 What is the extent to which required completion of learning objectives are limited by the individual's disability;
 - 4.5.4 What are the learning objectives required of each course;
 - 4.5.5 What is the range of options available to accommodate the disability;
 - 4.5.6 Will the requested accommodation allow the student to perform the learning objectives of their course;
 - 4.5.7 Will alternate accommodation allow the student to perform the learning objectives of their course;
 - 4.5.8 Will the requested accommodation create an undue hardship for the university or pose a direct threat to the students, employees or others; and
 - 4.5.9 Any other factors relevant to the determination.
- 4.6 Determination of accommodations and notice
 - 4.6.1 DR determines which accommodations are approved based on documentation and information provided by the student.
 - 4.6.2 The student selects which instructors are informed of approved accommodations. The student must request accommodations each semester accommodations are needed.

4.6.3 Instructors are directed to accommodate the student and invited to discuss any concerns with the AC.

4.6.4 Instructors do not have the right to refuse to provide an accommodation or the ability to review a student's assessment or medical documentation including diagnostic data.

4.7 Appeals

4.7.1 If the student disagrees with a decision made concerning accommodations, or eligibility, this is discussed with the AC. The AC will gather information from the student and attempt to resolve the student's concern.

4.7.2 If the concern is not resolved with AC, the student can request a review by the DR Decision, Review and Consultation (DRC) committee.

4.7.3 If the student is dissatisfied with a decision reached by the DRC committee, they may appeal to the director of DR or designee. The director or designee will review the appeal with the ADA Coordinator and a final decision will be rendered.

4.8 Denials

4.8.1 Accommodations will be denied under circumstances including, but not limited to, the following:

4.8.2 The requested accommodation poses an undue hardship on the operations of the university;

4.8.3 The requested accommodation is a personal item (examples masks, wheelchairs, scooter, hearing aids) or responsibility (such as a personal assistant);

4.8.3.1 The requested accommodation will result in a fundamental change to the course or program;

4.8.3.2 The student failed to participate in the interactive process, to provide or release information needed to make the accommodation determination, or to submit other information as needed by the university;

4.8.3.3 The requested accommodation will not enable the student to participate in the course or program;

4.8.3.4 The requested accommodation or the student's use of that accommodation would result in a direct threat to the health and safety of the student or others;

4.8.3.5 An alternate accommodation was appropriate; and/or

4.8.3.6 The requested accommodation is not supported by the documentation.

5. NON-ACADEMIC ADA ACCOMMODATIONS

5.1. Students needing non-academic accommodations should contact DR for referrals.

6. RECORDKEEPING AND REPORTING

6.1. Documentation, forms and all records related to any request for academic accommodation will be maintained by DR in accordance with record retention requirements.

7. COMPLAINTS

7.1. Complaints alleging illegal discrimination, harassment or related retaliation will be handled in accordance with provisions of System Regulation *08.01.01, Civil Rights Compliance* and associated university rules and SAPs.

8. REPORT A BARRIER OR ACCESSIBILITY ISSUE

8.1. To report a barrier or accessibility issue, enter the location of the barrier or accessibility issue at <https://orec.tamu.edu/ada/report-a-barrier/>. This report will go directly to the ADA coordinator.

Related Statutes, Policies, Rules and SAPs

[System Policy 08.01, Civil Rights Protections and Compliance](#)

[System Regulation 08.01.01, Civil Rights Compliance](#)

[System Regulation 08.01.02, Civil Rights Protections for Individuals with Disabilities and Certain Other Employees](#)

[University Rule 08.01.01.M1, Civil Rights Compliance](#)

[SAP 08.01.01.M1.01, Investigation and Resolution of Allegations of Discrimination, Harassment, Retaliation, and/or Complicity Against Students, Employees, and Third Parties](#)

[SAP 29.01.04.M1.01, Web Accessibility and Usability Procedures \(including Linking and Indexing\)](#)

Appendix

Other guidance and resources can be found at <https://orec.tamu.edu/ada/>

Forms

[New Student Application](#)

Contact Offices

Disability Resources

979-458-1637

disability@tamu.edu

ADA Coordinator

(979) 845-8115

ADA.Coordinator@tamu.edu