



## How Academic Access at EMU Works

### Getting your Memo of Accommodations

- **Start by contacting** the Office of Academic Access. You can use this [online request for services form](#), email [academicsuccess@emu.edu](mailto:academicsuccess@emu.edu), or call 540-432-4638, or walk into the Office of Academic Access in the Hartzler Library, room 313.
- **Meet for a student interview** with the Coordinator of Academic Access. Bring along any IEP or 504 records that you have from your K-12 education. Be ready to discuss your disability, how it affects your daily functioning, accommodations you have had in the past, and accommodations that you want to request at EMU.
- **Provide documentation** of your disability as soon as possible. [This page](#) explains documentation. You may provide a medical provider's letter/memo on their letterhead with the diagnosis and the accommodations you need, along with the signature of the medical provider. If you have never been tested or diagnosed, but suspect you may have a disability, the Office of Academic Access can suggest sources of testing and diagnosis. You may be eligible for a Provisional Memo of Accommodations before you have test results.
- **Receive your Memo of Accommodations.** This is your official document of support services. The Coordinator of Academic Access will create it for you, and will email it to you.

### What to Do With Your Memo of Accommodations

- **Make appointments** with the professors of classes in which you want to use your accommodations. Which accommodations you use in which classes is up to you.
- **Share and discuss your Memo of Accommodations with professors either electronically or in person.** Professors may suggest changes - the laws require an interactive process.
- **Obtain professor signatures and return the form (if hard copy)** to the Office of Academic Access for accommodations to begin.
- **Repeat this part of the process at the beginning of each new semester** since you have new classes each semester.

### Testing at the Academic Success Center (If this is one of your accommodations)

- **Check your syllabi and provide test dates and times** for each class, for the whole semester, to the ASC Assistant as soon as possible, and no later than three days in advance. You may do this one of two ways:
  1. Submit the form available on the web page: <https://emu.forms-db.com/view.php?id=93065>
  2. Send an email with dates and times for each test to [asc.testing@emu.edu](mailto:asc.testing@emu.edu)
- **Come directly** to the ASC on the day and time for which you registered. Your test will be ready for you. You must negotiate any changes in day and time you take the test with your professor.
- **Leave your test with ASC staff** when you are finished. ASC staff will return tests to professors.

### Grievance Policy Links

- Student Complaint Policy <https://resources.emu.edu/confluence/display/PP/Student+Complaint+Policy>
- Conflict and Grievance Policy and Procedure <https://resources.emu.edu/confluence/display/EMUHandbook/Conflict+and+Grievance+Policy+and+Procedure>
- National Center for College Students with Disabilities website <https://www.nccsdonline.org/>