



**Academic Success Center
Office of Academic Access**

How Academic Access at EMU Works

Getting your Memo of Accommodations

1. **Start by meeting with the coordinator** of the Office of Academic Access. To set up a meeting, schedule an appointment in [Navigate](#), email academicsuccess@emu.edu, call 540-432-4638, or visit the Office of Academic Access in the Hartzler Library, room 313.
2. **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.
3. **Provide documentation** of your disability as soon as possible. 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.
4. **Receive your memo of accommodations.** This is your official document of access accommodations. The Coordinator of Academic Access will create it with you and will email it to you.

What to Do With Your Memo of Accommodations

1. **Share your memo of accommodations with professors electronically.**
2. **Obtain professors' e-signatures and signature dates**, which signal the implementation of your accommodations. You may want to make appointments with your professors to discuss your accommodations. You decide which accommodations to use in each class.
3. **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 **note the test dates and times** for each class. Email academicsuccess@emu.edu at least 24 hours in advance, letting us know the date and time of the test(s) you would like to take in the ASC. You will receive a confirmation message that the test has been scheduled in the ASC.
- **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 the 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](#)
- [Conflict and Grievance Policy and Procedure](#)