



Academic Success Center Office of Academic Access

Academic Access at EMU

Get your Memo of Accommodations

- **Contact** the Office of Academic Access. You can use this [online request for services form](#), email or call steve.yoder@emu.edu, 540-432-4233, or walk into the Office of Academic Access in the Hartzler Library, 314.
- **Provide documentation** of your disability as soon as possible. [This page](#) explains what documentation is. 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 even before you have test results.
- **Meet for an intake 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.
- **Receive your Memo of Accommodations.** This is your official document of support services. The Coordinator of Academic Access may create it for you as the final part of the intake interview, or you may need to return to the office in a few days to pick it up.

Share your Memo of Accommodations with Professors

- **Make appointments** with the professors of classes in which you want to use your accommodations. The accommodations you use in each of your classes is always up to you.
- **Discuss the accommodations** listed on your Memo. Professors may suggest changes - the laws require an interactive process. Once we all agree, ask the professor to sign the master copy of your Memo (gray page).
- **Leave a white copy** of your Memo of Accommodations with each professor. This is their reminder of your approved accommodations.
- **Return the signed master copy** (gray page) of your Memo of Accommodations to the Office of Academic Access.
- **Repeat this part of the process at the beginning of each new semester** for your new classes and professors.

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

- **Check your syllabi** for test dates and times throughout the semester.
- **Register for test dates and times** with the Office of Academic Access. You **may** register for all tests as soon as you know the dates and times. You **must** register no later than three (3) days in advance of each test. You may do this in one of the following ways:
 1. Submit the form available on the web page: <https://emu.edu/machform/view.php?id=180339>
 2. Send an email with dates and times for each test to asc.testing@emu.edu
- **Negotiate changes** of any test dates and times with the professor of the class and inform the ASC of changes.
- **Come directly** to the ASC on the day and time for which you registered. Your test will be ready for you.
- **Leave your test with ASC staff** when you are finished. ASC staff will return tests to professors.

Grievance Policies

- <https://helpdesk.emu.edu/confluence/display/EMUHandbook/Student+Complaint+Policy>
- <https://helpdesk.emu.edu/confluence/display/EMUHandbook/Conflict+and+Grievance+Policy+and+Procedure>