

# North Dakota State University

## Policy Manual

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### SECTION 606

### GUIDELINES FOR STUDENT REQUESTS FOR REASONABLE ACCOMMODATION

SOURCE: NDSU President

North Dakota State University (NDSU) is committed to providing access to and inclusion in academic and campus programs for students with disabilities by providing reasonable accommodations. To fulfill this commitment, North Dakota State University has established the following guidelines and expectations:

1. NDSU is committed to providing equal opportunity to prospective, admitted and currently enrolled students with disabilities. To fulfill this commitment, NDSU has designated the [Center for Accessibility and Disability Resources \(CADR\)](#) the responsibility to make decisions regarding provision of accommodations necessary to provide equal access to educational programs to students. CADR will address requests for accommodation in a timely manner.

The President has designated an [ADA coordinator](#) to coordinate University programs and responsibilities to assure compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities. NDSU has also established the following guidelines.

#### 2. PROSPECTIVE STUDENTS

2.2 Prospective students may request reasonable accommodation (e.g. for placement testing, campus tours or orientation) at any time during the application process. Requests may be submitted orally or in writing to [CADR](#). Because arranging accommodations may take significant amounts of time, notification as early as possible is encouraged.

#### 3. ADMITTED AND ENROLLED STUDENTS

3.1 A newly-admitted or currently enrolled student whose disability requires reasonable accommodation to have access to NDSU programs and facilities may request accommodations at any time. The request may be made orally or in writing to the Center for Accessibility and Disability Resources by completing the Application for Academic Accommodation [on](#) the CADR website or by calling (701) 231-8463. Because arranging accommodations may take significant amounts of time, notification as early as possible is encouraged. Accommodations are not retroactive.

#### 4. PROCESS FOR ADDRESSING REQUESTS FOR REASONABLE ACCOMODATION

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 define disability as "a physical or mental impairment that substantially limits one or more of the major life activities." Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sitting, standing, lifting, reaching, sleeping, and mental/emotional processes such as thinking, concentrating, and interacting with others. The ADA also protects individuals from discrimination if they have a record of such impairments or if they are regarded as having such impairments.

4.1 Guidelines for documentation for reasonable accommodation can be found on the [CADR](#) website and should be submitted using the NDSU Verification of Disability [form](#) in addition to the Application for Academic Accommodation. All documentation and other relevant material related to a

student's disability will be held in a secure place and limited to CADR staff unless the information is necessary for other NDSU professionals to fulfill their professional responsibilities.

4.2 Occasionally, the documentation a student provides may not be sufficient to make a determination of the appropriate reasonable accommodation. Under these circumstances, CADR may require the student to provide additional or more current information. This documentation should be from an appropriate health-care or rehabilitation professional and should clearly specify the disability, functional limitations and need for accommodation.

4.3 Any costs related to the university's request for documentation are the responsibility of the student.

4.4 Students providing documentation and requesting services/support are assigned an Accessibility Specialist in CADR who will meet with the student to discuss reasonable accommodations.

4.5 The CADR Accessibility Specialist provides verification of the documented disability and need for accommodation.

4.6 The student is responsible to inform the instructor of the approved accommodation(s).

4.7 In unique situations, a student's disability may be such that no reasonable accommodations are possible that provide equal access to a specific educational opportunity. In such cases, a course substitution may be determined necessary by the Accessibility Specialist and approved by the appropriate Dean if it does not substantially alter an essential element of the student's program of study.

## 5. APPEAL PROCESS

If a student does not agree with an approved/not approved accommodation decision made by the student's CADR Accessibility Specialist, the student may file an appeal using the process below.

5.1 Student should request an appeal form from the Director of [CADR](#) (or Director's designee) within 10 business days of the Accessibility Specialist's decision.

5.2 The Director of CADR, or their designee, shall meet with the individual within seven (7) business days of the receipt of the complaint if the student desires a meeting. Upon consultation with qualified personnel, the CADR Director/designee, will provide the student with a written decision via NDSU email as soon as practical, typically, within 3 working days within meeting with the student.

For policy regarding the use of service animals by persons with disabilities please see [NDSU Policy 100.2](#).

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### HISTORY:

New	January 26, 2000
Amended	December 2006
Amended	January 2008
Housekeeping	August 3, 2023
Amended	May 8, 2025