

WASHINGTON AND LEE UNIVERSITY

Accommodation Policy and Procedures for Students with Disabilities

Washington and Lee University is committed to providing equal access to educational opportunities to qualified students with physical or mental disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students requesting accommodation will need to provide appropriate documentation of: (1) a disability, which is a physical or mental impairment that substantially limits one or more major life activities; and (2) a need for accommodation, by virtue of the specific functional limitations of the disability, to have equal access to educational opportunities. The University intends that these procedures will facilitate an interactive process of dialogue and timely exchange of information between the student and the Office of the Dean of the College.

It is the responsibility of a student with a physical or mental disability who may require any type of accommodation to make the accommodation request in a timely manner. In order to ensure sufficient time for the eligibility and accommodation decision process and to make arrangements for appropriate accommodations, the student should contact the Office of the Dean of the College, Washington Hall 23, Washington and Lee University, Lexington, Virginia 24450, (540) 458-8746, within one business week of the start of the academic term. The student will need to complete a "Request for Accommodation of Disability" form and an interview with the Associate Dean of the College (for student academic support) ("Associate Dean"), after which the Associate Dean will inform the student about any further specific documentation required for the particular disability and accommodation requested. Untimely requests may result in delay, substitution, or denial of accommodation, though the Associate Dean will make a reasonable effort to accommodate such requests.

Upon receipt of all required information and documentation from the student and his/her diagnosing/evaluating professional, the Associate Dean will make a determination on eligibility and accommodation. The Associate Dean may consult with other educational, medical, or psychological professionals, as he/she deems necessary for appropriate evaluation of disability/accommodation, on a case-by-case basis. As soon as possible, preferably within two business weeks of receiving all required documentation on a request, the Associate Dean will issue a written response, either outlining offered accommodations or explaining why the student was found ineligible. A student who disagrees with the decision of the Associate Dean, or who seeks clarification of the decision, may, within three (3) business days of the decision, request an informal meeting with the Associate Dean for clarification or to request reconsideration of any aspect of the decision. Following the meeting, the Associate Dean will notify the student in writing of any change in his/her/their decision, preferably within five (5) business days of the informal meeting. Thereafter, if the student still disagrees with the decision, he/she may appeal the decision, in writing, to the Provost of the University or designee within five (5) business days of the written notification from the Associate Dean, stating in detail the basis for the appeal and furnishing all documentation in support of the appeal. The Provost or designee will then review the appeal, the decision of the Associate Dean, and all supporting documentation, may meet with the student and the Associate Dean, and may obtain any additional information he/she deems relevant. The Provost or designee will render a decision to the student as soon as possible, preferably within two (2) business weeks of receiving the appeal. The decision of the Provost or designee is final.