

Student Accessibility Resources (SAR) Accommodations Policy

(updated 8/5/2024) see SAR webpage for additional information: <https://www.gvsu.edu/accessibility/>)

Colleges and universities require that a student prove eligibility for accommodations based on psychoeducational, psychiatric, or medical documentation from a licensed psychologist, psychiatrist, or medical provider. Documentation must be age-appropriate, meaning it must have been written within the last 5 years.

Academic accommodations are determined for each student on an individual basis by the Student Accessibility Resources (SAR) advisor and designed through an interactive process with the student. The interactive process includes; SAR application, documentation of a disability, meeting with an SAR advisor, and any follow-up needed to ensure reasonable accommodations have been considered. Once this process has been completed, the student will receive an SAR memorandum of accommodation that lists their eligible accommodations. **The student will then initiate a meeting with each professor: the student will provide a copy of the SAR “memo” during office hours or via email to ensure a mutual understanding of how accommodations will be provided.**

Students are advised to provide a copy of the accommodation memo to the professor BEFORE their meeting. They are also encouraged to discuss any approved accommodations regarding testing and determine locations/times based on the instructor’s and student’s schedules.

Professors should provide ONLY the accommodations listed in the SAR Memo as these have been reviewed and approved by SAR advisors through the above process. **Providing additional accommodations could result in issues for future faculty by setting precedent and could, in turn, become a legal issue for the University.**

A professor may choose to provide an alternative arrangement for an entire class (test retakes, in-class seating choices, etc). These are considered an “academic courtesy” (NOT an accommodation) and must not be specific to any one student. Only use the language of accommodation when referring/adhering to approved/eligible accommodations provided by the SAR Office.

Here is a link to FAQ for Faculty/Staff -

<https://www.gvsu.edu/accessibility/faculty-portal-134.htm#FAQ>

For more information or for specific questions, please contact the SAR office at 616-331-2490 or access@gvsu.edu.