

Academic Accommodations Implementation Review (AAIR) Process

Purpose:

The purpose of the Academic Accommodation Implementation Review (AAIR) is to promptly address disputes that may arise related to the implementation of academic accommodations and to minimize any potential disruption to a student's access to or performance in an academic course or program.

Scope:

The Academic Accommodations Implementation Review process applies to all situations where a student currently enrolled at UIUC has a Letter of Academic Accommodations from DRES setting forth their approved academic accommodations, and where that student believes that a faculty member or instructor is failing to properly implement or abide by the terms of the Letter of Academic Accommodations.

This process does not diminish or replace an instructor or faculty member's ability to communicate directly with a DRES Access Specialist upon receipt of a student's Letter of Academic Accommodations. If a faculty member or instructor has questions or concerns regarding an accommodation, how it is to be implemented, or the possibility that it creates a fundamental alteration to the course, they should contact the DRES Access Specialist within five (5) calendar days after receiving the student's Letter of Academic Accommodation.

Procedure:

The student may pursue an informal or formal process as outlined below. The informal process is intended to provide an efficient avenue to promptly resolve issues. The

decision to initiate the informal process does not waive a student's right to initiate a formal process at any time.

1. Informal Process

The student initiates the informal process by contacting their Access Specialist to report the alleged denial of their accommodation. The Access Specialist or another representative from DRES will contact the instructor or administrator to attempt to resolve the issue to the satisfaction of the student and in compliance with the Letter of Academic Accommodations. If these attempts do not resolve the issue within five business days, DRES will notify the student that the status of the academic accommodation is "in dispute" and will 1) submit the Academic Accommodation Implementation Review Form on behalf of the student or 2) ensure that the student submits the form at the time the student is informed that the informal process has been unsuccessful, and the academic accommodation is "in dispute."

The student may bypass or discontinue the informal resolution process at any time and initiate the formal process by completing the Academic Accommodations Implementation Review Form and submitting it to the ADA Coordinator.

2. Formal Process

Step 1) Within three business days of receipt of the Academic Accommodations Implementation Review Form, the ADA Coordinator will notify the relevant faculty member or instructor and the relevant administrators (Associate Vice Chancellor for Access & Equity, the Office of the Provost, dean, and/or department head) of the academic accommodations in dispute. The dean, department head or departmental designee may be asked by the ADA Coordinator to provide, within five (5) calendar days, a written statement indicating whether they believe the accommodation poses an undue hardship or creates a fundamental alteration to the course, as well as suggested resolutions or options based on their knowledge of the essential academic and programmatic requirements.

Step 2) If the suggestion arising from Step 1 does not produce a mutually acceptable resolution, or if there is no suggestion arising from Step 1, any of the parties may, within three (3) calendar days of the end of Step 1, request a resolution by the Associate Vice Chancellor for Access and Equity. The Associate Vice Chancellor for Access and Equity, working in consultation with the affected student, the DRES Director, appropriate academic administrators, and the ADA Coordinator, will review all relevant information and determine a resolution within ten (10) calendar days of receipt of the Academic Accommodations Implementation Review Form.

Additional provisions:

To ensure that a student's right to an equitable to the educational opportunity is not irretrievably and unlawfully compromised during the period when the accommodation request is under consideration or in dispute, accommodations included in the Letter of Academic Accommodations by DRES will be in effect during Step 1 and Step 2 Failure of the instructor (or other relevant university employees) to provide the accommodations included in the Letter of Academic Accommodations during this period will be referred to the EEO Division of the Office for Access and Equity for investigation and resolution pursuant to the university's Nondiscrimination Policy.

The student has a right (and must be so informed) to advice from DRES and the ADA Coordinator at all times during this process. A representative from DRES may accompany the student to any meetings in which the student is involved.

Retaliation against any student for invoking this process is prohibited by university policy. Reports of retaliation should be submitted to the Office for Access and Equity, EEO Division.

For questions about this process please email adacoordinator@illinois.edu or call 217-333-0885