
Academic Accommodation Implementation Review Procedures

About These Procedures

Effective Date:	January 7, 2025
Responsible Office:	Office of the ADA Coordinator
Related Policy:	Nondiscrimination Policy (CAM HR-48)
Link to this document:	https://oae.illinois.edu/academic-accommodations-implementation-review/
To learn more:	https://diversity.illinois.edu/institutional-equity/ada/ada-coordinator/
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1. Purpose

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

2. Scope

The AAIR process applies to all situations where a student currently enrolled at the University of Illinois Urbana-Champaign 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 three business days after receiving the student's Letter of Academic Accommodation.

3. 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.

3.1. Informal Process

The student initiates the informal process by contacting their Access Specialist to report allegations that their instructor is not implementing their accommodation. The Access Specialist or another representative from DRES will contact the instructor or administrator to attempt to resolve the issue in compliance with the student's right to reasonable 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) refer the student to the form if the student would prefer to submit the AAIR Form on their own behalf.

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

3.2. Formal Process

Step 1. The ADA Coordinator will review the AAIR Form and request any additional information the ADA Coordinator needs from the student or their DRES Access Specialist.

Step 2. The ADA Coordinator will notify the relevant faculty member or instructor and the relevant administrators (associate department head and/or department head) of the academic accommodations in dispute and ask the faculty member/instructor to indicate whether they believe the accommodation poses an undue financial or administrative burden or creates a fundamental alteration of the course. If the accommodation is no longer in dispute, the faculty member/instructor will begin implementing the accommodation immediately.

Step 3. If the dispute remains, the ADA Coordinator will convene a meeting to discuss the essential requirements of the course and how the accommodation might conflict with those requirements, ways to mitigate any such conflicts, and, as appropriate, alternative accommodations that might better align the student's disability-related needs and the essential requirements of the course. The ADA Coordinator may include in this meeting the faculty member/instructor, relevant departmental/college administrators, Access Specialist, and others who may have relevant knowledge of the faculty member/instructor's course policies, teaching methodology, and assessment criteria; the academic requirements of the course or program; any licensing and accreditation standards; the individual, disability-related needs of the student; and appropriate accommodations for students with disabilities more broadly.

During the meeting, the ADA Coordinator will recommend a resolution to the faculty member/instructor and departmental administrator. The ADA Coordinator's recommendation considers the access needs of the student, the likely impacts of implementing the accommodation in dispute or any reasonable alternatives, and any institutional risk under the Americans with Disabilities Act and other disability nondiscrimination laws. If the faculty member/instructor and the departmental administrator reach a decision the ADA Coordinator believes creates a compliance risk, the ADA Coordinator will communicate this concern to the college dean and request a meeting as needed. If the accommodation is no longer in dispute, the faculty member/instructor will begin implementing the accommodation immediately.

Step 4. The ADA Coordinator will notify the student of the outcome of the AAIR, the rationale for the outcome, and their rights under the university's [Nondiscrimination Policy](#).

If the faculty member/instructor will not implement the accommodation in dispute, the student's Access Specialist will contact the student to discuss any alternative accommodations proposed in Step 3 or any other alternative accommodations the student would like to pursue, continuing the interactive process to identify a reasonable accommodation.

If the student is dissatisfied with the outcome of the AAIR, the student has the right to submit a [Report of Discrimination, Harassment, or Retaliation](#) to the Equal Employment Opportunity (EEO) Division of the Office for Access and Equity, and the ADA Coordinator/Access Specialist will inform the student of that right.

4. Additional Provisions

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.

The student has a right to submit a [Report of Discrimination, Harassment, or Retaliation](#) to the EEO Division at any time for investigation and resolution pursuant to the university's Nondiscrimination Policy. Retaliation against any student for invoking the AAIR process is prohibited by the Nondiscrimination Policy.

For questions about the AAIR process, please contact the ADA Coordinator at adacoordinator@illinois.edu or 217-300-8670.