

Request for Accessibility Services

University of New Mexico-Taos (UNM-T) students with permanent or temporary disabilities requesting academic adjustments or accommodations in their classes or other UNM-Taos sponsored programs or activities will adhere to the following procedure:

1. Students must demonstrate that their need for academic adjustments or other accommodations are based on their disability by providing the Accessibility Services Designee at CASA documentation from a bonafide medical or mental health professional or diagnostician.
2. The documentation must be timely and on professional letterhead stationary, and must include a specific diagnosis which describes the nature of the disability; the functional limitations in an academic environment as well as other university setting, and specific recommendations for academic adjustments or accommodations. The document must be signed by the medical or mental health professional or diagnostician.
3. The documentation is presented to Amber Gordon, Accessibility Services Designee at CASA.
4. After the documentation is reviewed, the student will meet with the Accessibility Services Designee at CASA to discuss appropriate accommodations.
5. The Accessibility Services Designee at CASA will begin the process that leads to the timely provision of accommodations or academic adjustment for the student.
6. Letters will be emailed to the student's faculty verifying that the student qualifies for need-based accommodations as defined in Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) Amendments Act (ADAAA), and UNM Policy 2310 Academic Adjustments for Students with Disabilities.
7. The student, faculty, and Accessibility Services Designee may meet to further discuss accommodations and approaches to best serve the student's needs.
8. Students must repeat their request for services each semester enrolled at UNM Taos.

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