

Reasonable accommodation on campus: a simple process that works

For principals, deans, disability support cells and exam sections. Most students with disabilities don't struggle because support costs too much. They struggle because every term, every subject and every exam they have to ask again. Set it up once, and let it follow the student. The request form on page 2 works for students too.

Six steps to set up

1 Set up a support cell, or name one person
Put the name, email and office on the website, in the prospectus and in the orientation pack.

2 Ask once, at admission
The application form asks what support the student needs for tests and classes. Students can also ask at any time after that.

3 Plan exams at the start of the year
Agree extra time, a scribe or reader, a separate room or other formats once, share it with the exam section, and carry it into every exam.

4 Have material ready before term
Accessible textbooks and e-copies, captioned videos, and slides or notes shared by faculty ahead of class.

5 Keep it confidential
Faculty are told what's been agreed, not the diagnosis. Some formal benefits need a disability certificate; everyday support shouldn't wait for one.

6 Check in every term, and carry it forward
Into the next year, into internships, and into the placement process. The student shouldn't start from zero anywhere.

What accommodations look like on campus

- Extra time, a scribe or reader, a separate exam room
- Exam papers in large print or a screen reader friendly file
- Classes timetabled in rooms the student can reach
- Notes and slides before class, recorded lectures
- Flexible attendance during medical treatment
- A hostel room on the ground floor or near the lift
- Assistive technology in the library and labs

Where it usually goes wrong

- A scribe arranged the night before the exam
- No support at all until a certificate arrives
- A different answer from every department
- Faculty who won't share notes or slides
- The whole class learns why a student gets extra time
- Support that stops when placements begin

Why it isn't optional

The Rights of Persons with Disabilities Act, 2016 asks educational institutions funded or recognised by the government to provide reasonable accommodation and support to students with disabilities. A clear process protects your students and your institution. This is a pointer, not legal advice.

Where does your institution stand on disability inclusion?

Take the free BELONG self-assessment, or book a free call to set up your support process with us.

thriveandinclude.com
info@thriveandinclude.com

Accommodation request

Use this to ask for a change that would help you work or study on equal terms. **You don't need to share a diagnosis or medical records.** Tell us what gets in the way and what would help. Send it to [contact name] at [email]. You'll hear back within [2] working days.

Your name	Team, department or course
Your manager or faculty advisor (optional)	Best way to reach you

1. What part of your work or study is harder than it needs to be?

For example: "Reading long documents on screen", "Getting to the third-floor meeting room", "Following fast discussions on calls".

2. What would help? List anything, even if you're not sure it's possible.

3. Has anything like this worked for you before? (optional)

4. How soon do you need it?

- ☐ As soon as possible
- ☐ Before a date: _____
- ☐ No rush, but it would help

Signature (or type your name)

5. Who can know about this request?

- ☐ Only the person handling it
- ☐ My manager or advisor too
- ☐ My team, if it helps put it in place

Date

FOR THE PERSON HANDLING THIS REQUEST

Received on: _____	Acknowledged on: _____
Agreed accommodation: _____	In place by: _____
30-day check-in: _____	Next review: _____

If the request can't be met as asked, offer an alternative and explain why in writing. Store this form separately from performance records.