

# Quick Guide: Do you need an Accommodation or Exemption?



- It is extremely important to understand that Accommodations and Exemptions are not really two different things.
- They are two sides of the same coin, with Exemptions being a type of Accommodation.

## The difference between an Accommodation Request and Exemption Request:

- With an Accommodation Request, an individual is requesting that they be allowed to meet a requirement of their job or higher education institution's curriculum in a different way; and proposes alternative ways of meeting the requirement.
- With an Exemption Request, an individual is requesting that a requirement of their job or higher education institution's curriculum not apply to them at all. In this case, often the school or employer will suggest alternate ways of meeting the requirement. The difference from an Accommodation Request, is that these alternatives are proposed by the employer or school, not the individual requesting the Exemption.

## EXAMPLES



Jon works in an office, and his employer does not allow anyone to work remotely. However, Jon has a disability or medical condition that requires regularly scheduled doctors' appointments. These appointments are impossible for Jon to attend without having a small number of days when he is permitted to work remotely.

- **JON NEEDS AN ACCOMMODATION REQUEST!**
  - This is because he is requesting that he be permitted to meet the required hours of work in a slightly different way, say with 2-4 remote work days per month, so that he can make his doctors' appointments, which are necessary to manage or treat his disability or medical condition.



Maria is attending classes at her local community college, and one of her professors has a strict rule that no electronic devices of any kind are allowed during class, deducting points from a student's final grade for every instance where they have an electronic device out. Maria is dyslexic, and relies heavily on a special note-taking app on her tablet to be able to take notes at the same pace as her peers.

- **MARIA NEEDS AN EXEMPTION REQUEST!**
  - Remember, an Exemption is really just a special type of Accommodation. Here, Maria wants to be Exempt from the rule that no electronic devices are allowed during class as an Accommodation to her disability, which she manages with the use of an electronic note-taking app.
  - The school may grant Maria's request, and impose the condition that she only use the tablet for note-taking, and may not use any of its other functions during class.