

Procedures for Students and Applicants Seeking Accommodations

For Students

How do I arrange academic accommodations?

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For Faculty and Staff

Procedures for Instructors Regarding Academic Requests

At times you will be asked to provide or arrange for academic accommodations for a student in your class who has a documented disability and is registered with the Office of Student Disability Services. The accommodation request(s) listed on the Student Academic Accommodation Request form has (have) been determined to be appropriate in a meeting between the student and their Student Disability Services Coordinator. The procedure for processing these requests is as follows:

1. Review the form with the student and discuss the specifics of each accommodation request. Be sure to ask any questions and express any concerns at that time so as to ensure mutual understanding and to establish a good working relationship.
2. If you agree to provide or arrange for the accommodations as requested, sign the form
 1. Retain the yellow

6.