

Procedures for Requesting Academic Accommodations on the Basis of Disability

At the Beginning of Each Semester

Once the Dean's approval is in place, a student must comply with the following process each and every semester:

1. Request for Accommodation Form

At the beginning of each semester, students requesting accommodations for their courses that semester must complete a *Request for Accommodations Form*. Through the *Request for Accommodations Form*, the student provides the following information:

1. basic identity information such as name, Student ID card number, e-mail address, telephone numbers, local and permanent addresses;
2. the specific accommodations requested; and
3. the course and section numbers, course names, as well as the name of the faculty member teaching the course, for each course in which the student is enrolled in the current semester.

Please note that the requested accommodations are limited to those for which the student has received prior approval (including Dean's authorization) through the application process and be on file with Disability Services.

2. Accommodation Letters

Once the accommodations are approved and a *Request for Accommodations Form* has been submitted, Disability Services prepares an **accommodation letter** for each faculty member teaching each course in which the student is seeking accommodations. This letter informs the faculty member that the student has a disability and recommends that the student be provided with certain specified academic accommodations. Faculty members are authorized to provide students with accommodations only on the basis of an accommodation letter addressed specifically to that faculty member from Disability Services.

The student presents the **accommodation letter** to the faculty member, and is expected to discuss the implementation of the accommodations with that faculty member. For example, if a student is eligible for extended time on examinations in a separate distraction-reduced environment, the faculty member and student would discuss the arrangements for taking examinations under these conditions. The faculty member may have questions or concerns that should be raised at this time. Students are encouraged to arrange a private conversation during the faculty member's office hours rather than approaching the faculty member before or after class. If a faculty member believes that

the approved accommodations are inconsistent with the academic standards of the course, or would interfere with the faculty member's methods of instruction and evaluation of student performance, he or she is entitled to raise those concerns with the student in order to come to a satisfactory resolution. The adjustment process is premised upon an open and productive dialogue between faculty member and student. In the event that the faculty member and student fail to agree, the Director of Disability Services should be contacted immediately for advice and assistance.

Students are expected to present **accommodation letters** to faculty members within the first few weeks of the semester. Accommodation letters must be presented no later than two weeks prior to an examination in order to permit faculty members to prepare and implement accommodations.

Absent extraordinary circumstances, faculty members are not required to provide examination accommodations to students who fail to present the accommodation letter with less than two weeks notice prior to an examination.

Occasionally, a student's documentation arrives after the semester has begun. In such circumstances, the student must present the accommodation letter as soon as possible after the completion of the staff review.

Approved June 4, 2014