



DISABILITY SERVICES ACCOMMODATION REQUEST PROCESS

- 1 CONTACT**
Student contacts Disability Services or faculty refers student to Disability Services.
- 2 REQUEST FORM**
Student completes a Request for Accommodations form with Disability Services.
- 3 DOCUMENTATION**
Student provides appropriate medical documentation & any records of prior accommodations to Disability Services.
- 4 INTAKE INTERVIEW**
Student meets with Disability Services representative to discuss an accommodation plan and complete an intake interview.
- 5 ACCOMMODATION PLAN**
If criteria are met, an accommodation plan is created and signed by the student and Disability Services representative.
- 6 IMPLEMENTATION**
Disability Services provides relevant faculty with the student's accommodation plan and accommodations are implemented.
- 7 COMMUNICATION**
Student communicates with faculty and Disability Services as needed to ensure needs are met.