

Implementation Process of Accommodations

Summary

The Center for Accommodation and Access follows a specific procedure to determine and arrange accommodations for each course each semester for students with disabilities.

Purpose

This document outlines the steps for students with disabilities to acquire accommodations for courses that require them.

Procedure

The student brings appropriate documentation to the Center for Accommodation and Access.

Documentation is reviewed and the student is notified of the completeness of the documentation. If there is a need for time to review the documentation more thoroughly, the Center for Accommodation and Access will send a letter, email or call the student within one business week of receiving the documentation. The student will be informed regarding the status of the documentation and an appointment will be scheduled with the Director or Program Coordinator of the Center for Accommodation and Access or that the documentation is incomplete and will need to be completed in order to receive accommodations. The student is responsible for giving current contact information to the Center for Accommodation and Access.

The student is responsible for making an appointment with the Center for Accommodation and Access to provide the documentation needed. If the documentation is complete, this appointment will accomplish the following: review of student's responsibilities (Student Responsibility Sheet), review of the accommodation plan for the specific disability, filling out of the "Request Cards" for services, and answering questions.

Students will need to notify the Center for Accommodation and Access at the beginning of each semester that they are enrolled and for which accommodations are needed. This can be done by coming into the office and filling out the Request for Services card available in the front lobby or by going online to make the [request for services](#).

When requests are made for instructor letters, there will be a 2-3-business day turnaround for the preparation of the letters.

Students are responsible for picking up the instructor letters and distributing them to the instructors every semester unless the course is entirely online. At which case the letter will be emailed to the instructor by the Center for Accommodation and Access.

Students are encouraged to make appointments to discuss the accommodations with their instructors. Students are also encouraged **not** to leave the letters in the instructor's mailbox, but to personally hand the letter to instructors during their initial meeting.

Students are responsible for following up on any services they have requested.

Accommodations are not retroactive. Accommodations begin at the time the student has finished the identification process with The Center for Accommodation and Access and provided letters of accommodation to the faculty members for the current semester.

Related USG Policy

4.1.5 Students with Disabilities

Last Update

5/25/17

Responsible Authority

Director of the Center for Accommodation and Access