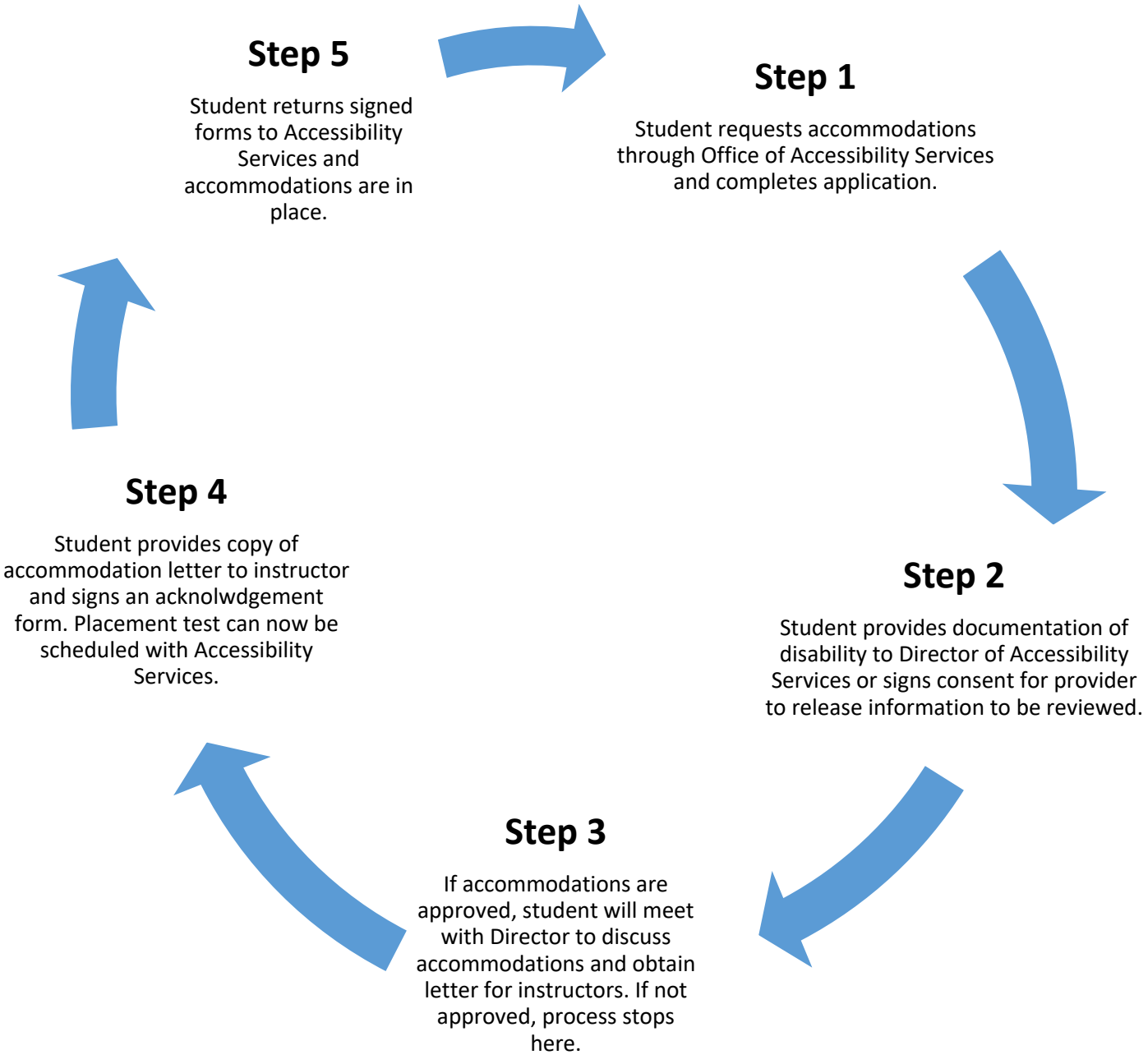
Steps to a Student Receiving Accommodations through Accessibility Services

1. Student self-discloses information about their disability either to Accessibility Services, an instructor, or other staff member.
2. Student completes an application for Accessibility Services.
3. Student acquires the required documentation from their care provider (primary care doctor, specialist, therapist, IEP, past psychological exam, or documentation from Vocational Rehabilitation) and provides it to the Director of Accessibility Services.
4. Once documentation is received and meets the required criteria for receiving accommodations, the student will be contacted and meet with the Director of Accessibility Services to discuss the approved accommodations and process for using them.
5. Accommodations letters and confirmation agreements will be provided to the student for them to hand-deliver or email to each instructor. For accommodations for placement testing, the student can register to take the placement test with the Office of Accessibility Services utilizing the approved accommodations.
6. Instructors will complete the confirmation agreements and then students will return the document to Accessibility Services.
7. Instructors are encouraged to provide all accommodations listed on the accommodations letter.
8. If assistance is needed in testing accommodations that instructor is unable to provide (i.e. testing in a separate location, read aloud, etc.) the student will schedule the test with Accessibility Services two days prior to the test to insure that we have the test available and that we have secured a room and made arrangements for any other testing accommodations that may be needed.
9. Instructors should make every effort to provide Accessibility Services with the test within 48 hours of the test.

**Note: Students may request accommodations at any point during the semester. Often students do not request accommodations until they are struggling in a class. Please feel free to refer students to Office of Accessibility Services as soon as they disclose a disability to you so that accommodations can be made and given to them as soon as possible.*

Requesting Accommodations Flow Chart