

# HOW DO I REQUEST ACCOMMODATIONS

The following procedures should insure that you receive appropriate and reasonable accommodations:

1. As early in the semester as possible (preferably within the first two weeks of the semester), you should initiate contact with Disability Services (DS) to request accommodations. At this time, if you have not already done so, you should provide DS with current [documentation](#) regarding your disability.
2. You should then plan on meeting with DS to review how the disability substantially limits you and determine what reasonable accommodations would be appropriate for you. Recommendations from documentation and consultation with the student are both used to determine accommodations. Final determination of accommodations rests with the University.
3. **Each semester** accommodations are wanted or needed in classes, it is your (the student's) responsibility to obtain your **Accommodation Letter** from the DSS office for your professors.
4. The ODS Coordinator or Director, with your signed approval, will email your professors (and copy you) the approved accommodation memorandum. However, it is your (the student's) responsibility to present the emailed **Accommodation Memorandum** to your professors to ensure receipt, meet with them privately, raise their level of understanding of your strengths and disability, and work out the logistics of providing the approved accommodation. Since the primary relationship in the learning process is with the professor, we strongly encourage you to take the initiative within the first two weeks of the semester, or earlier, to develop that relationship.
5. If difficulties occur in the actual provision of approved classroom or testing accommodations and you are unsuccessful in resolving those issues with the professor, then you may request assistance from DS with securing the approved accommodations. Requests for assistance should be made as soon as any difficulties arise. DS will work with both the student and the faculty member, or department, to arrive at an appropriate resolution.

If you would like additional information about requesting accommodations, please [contact Disability Services](#).