

## Disabilities Letter of Accommodation Procedures

1. Student contacts the Disability Services Office to schedule an appointment and/or speak with the Coordinator.
2. Student submits supporting documents from a qualified professional on the specifics of their diagnosis/disability to the Disability Services Office.
3. Student meets with the Coordinator (face to face or remotely) to review documents and consult on reasonable accommodation needs.
4. A Letter of Accommodations is developed for each professor (per semester), signed, and dated by both the student and the Coordinator.

External and Virtual Campuses – The student will consult with the Coordinator by phone or email to discuss reasonable accommodations. The Coordinator will create and sign the document and email it to the student. The student will in turn print the document, sign, and date it and then discuss it with each individual professor (email or electronically scan document). The professor will sign the document and return it to the student. It is the student's responsibility to return it to the Disability Services Office.

5. When a student presents the document to the respective professor, they are to discuss the details of how to meet the accommodation(s) in their respective classroom. Once this has been completed, the professor signs and dates the document, and retains a copy for their personal files. Student repeats this process with each professor.

6. The final, signed, document should be returned to the Disability Services Office within two weeks of the date of the Coordinator's signature. (It is the student's responsibility to return it to the Disability Services Office.) Letters are NOT retroactive.

7. This procedure should be repeated each semester that the student wishes to receive services. Documentation of the disability is not needed each semester unless there are updates or changes to the diagnosis or recommendation.

Ryann Araujo  
Disability Services Coordinator & Academic Coach  
Disability Services Office  
Wayland Baptist University  
[araujor@wbu.edu](mailto:araujor@wbu.edu)  
806-291-1057