

## Disabilities Letter of Accommodation Procedures

1. Student contacts the Office of Counseling & Disability Services to schedule an appointment and or speak with the Director.
2. Student submits supporting documents from a qualified professional on the specifics of their diagnosis/disability to the Office of Counseling & Disability Services.
3. Student meets with the Director (face to face or by phone) 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 Director.

External and Virtual Campuses – The student will consult with the Director by phone or email to discuss reasonable accommodations. The Director 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 Office of Counseling & Disability Services.

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 Office of Counseling & Disability Services within two weeks of the date of the Director's signature. (It is the student's responsibility to return it to the Office of Counseling & Disability Services.) 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.

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