Disability Services
Process for Accessing Academic Accommodations

How are accommodations requested

- Meet with an academic advisor to register for classes.
- Whenever possible choose classes that are best suited for your learning style.
- Make an intake appointment with Disability Services.
- During the intake appointment Disability Services staff will discuss eligibility, individual needs and appropriate academic accommodations.
- Provide documentation of disability supporting request for accommodations (Disability Services can assist with this.)

What factors determine academic accommodations

- Type and nature of disability.
- Student experience with various accommodations in previous educational settings.
- Review of diagnostic and evaluative reports.

How are accommodations put into place

- Disability Service emails Faculty Notification Letter to faculty members informing them what academic accommodations are needed for the student.
- Student and faculty work in partnership to implement accommodations.
- Disability services is available to help with issues or concerns that come up through the semester.

Students have the responsibility to:

- Identify themselves as having a disability for which accommodations are required by meeting with Disability Services.
- Provide documentation verifying disability (Disability Services can assist with this.)
- Give faculty and Disability Services staff enough time to approve and provide accommodations.
- Meet the academic standards and requirements of the University.
- Discuss with faculty your needs and accommodations prior to or during the first week of class. Disability Services can assist with this if needed. It is not necessary to inform faculty of the exact nature of the disability.
- Follow through with the procedures for implementing accommodations and work in partnership with faculty. It is up to the student to ensure that requested accommodations are put in place.
- Meet with Disability Services at the beginning of each semester to request and discuss accommodations each class.
- Initiate action regarding any grievance issues.
- Contact Disability Services if you have concerns regarding your academic accommodations.
**Students have the right to:**

- Receive equal access to courses, programs, services, jobs, activities, and facilities offered by UAS.
- Receive reasonable and appropriate accommodations as determined on a case-by-case basis.
- Refuse accommodations and/or services at any time without jeopardizing their rights to any future accommodations and/or services.
- Expect that information regarding their disability and need for accommodations will be treated confidentially.

I have read and understand the above responsibilities:

________________________________________  ___________
Student Signature                        Date

If you have any questions or concerns at any time during the semester, please contact Disability Services (907) 796-6000. We are located in the Student Resource Center in lower Mourant.