

## Policy 6.00: Requesting and Receiving Accommodations

Once appropriate documentation has been supplied to the Coordinator of Disability Services and the determination has been made that the documentation supports the need for accommodation (see Policy 3.00), the student and Coordinator of Disability Services will draw up an *Accommodation Plan*. The *Accommodation Plan* will remain in effect either until (1) the plan's date of expiration passes or (2) the student requests an accommodation not previously listed on the plan. In the event of the second, the *Accommodation Plan* will be adjusted in accordance with the student's documentation supporting the request.

Specific procedures in terms of how to request particular accommodations, the amount of advance notice that must be given and who is in charge of various services will be delineated in Procedures section of this policy.

The student will be responsible for notifying faculty of any accommodations that he or she may be accessing in relationship to the faculty member's class. The student will be given a memo from the Coordinator of Disability Services detailing the authorized accommodations in relationship to the class.

If the accommodations listed in the *Accommodation Plan* are not provided or are not effective in providing equal access, the student should follow the procedures for filing a grievance listed in Policy and Procedure 9.00.