



***Counseling & Disability  
Services***

**Disability Services  
Student Check List for Requesting Academic Accommodations**

- \_\_\_\_\_ Contact Disability Services (DS) for an Intake appointment.
- \_\_\_\_\_ Provide DS documentation from a qualified professional to validate disability and current need. May include:
- Psychoeducational testing
  - Neuropsychological testing
  - Letter from a qualified health care provider
  - Records from prior school listing accommodations previously received; records may be from another college or university and/or high school documentation. (These records by themselves are not sufficient documentation.)
- \_\_\_\_\_ Sign professional releases to allow for transfer of information as needed.
- \_\_\_\_\_ Obtain a copy of the Disability Nondiscrimination Policy with Grievance Procedures.
- \_\_\_\_\_ Obtain the Career Services and Testing Center's Testing Policy if applicable.
- \_\_\_\_\_ Obtain response from Committee for Academic Accommodation regarding their decision on accommodation request.
- \_\_\_\_\_ Pick up of letters of accommodation from DS.
- \_\_\_\_\_ Distribute letters of accommodation to instructors and academic advisor for current semester. Discuss your individual needs with each.
- \_\_\_\_\_ Early in each semester you attend UST, renew your request for letters to distribute to instructors and advisors if you wish to continue receiving accommodations. New documentation does not need to be presented to DS unless your circumstances change and/or you wish to have your accommodations amended. (In select instances, documentation may require updating as requested.)
- \_\_\_\_\_ If concerns arise that you cannot resolve yourself through direct communication with faculty and/or staff, contact a DS counselor for assistance.

***Be an advocate for yourself. Fully participate in the accommodations process.  
Your ideas and needs are important.***

For more information or to begin this process, talk to one of the counselors at Disability Services. We can be reached at 713-525-6953 or 2169.