

## Disability Services Requesting Academic Accommodations for Students with Disabilities

1. **Students should schedule an intake appointment by email or phone with Disability Services (DS).** This appointment typically lasts about an hour and includes providing pertinent information, learning about accommodation options, submitting a request for accommodations, and signing a release allowing DS to share the student's information with appropriate individuals as necessary.
2. **To qualify for academic accommodations, students must provide information that validates a disability exists.** During the intake, this information includes the details a student personally provides outlining how his/her disability currently impact different areas of their life, as well as any related history. DS asks students to present documentation of disability from qualified evaluators or professionals. Documentation may include psychoeducational or neuropsychological testing, a letter from a qualified health care provider, (a DS preferred form for the professional to complete is available), as well as records from prior schools. Previous school records by themselves may not constitute sufficient documentation. If a student needs to acquire current documentation, DS can offer community referrals to qualified professionals who can provide assessment and documentation.
3. **When a student's file is complete with the required information and requested documentation, the Committee for Academic Accommodation reviews the file.** The Committee meets regularly to consider students' requests for accommodations. If a particular case is complex, DS counselors consult with national colleagues in the field. In the event a student is seeking an accommodation that may require a collaborative effort, we will engage with faculty and administration as needed for consultation/planning.
4. **A DS counselor will relay the Committee's decision to the student.** In reviewing the file, the Committee may request the student provide more thorough or up-to-date documentation before reaching a decision.
5. **After the approval of a request, DS will provide a letter of accommodation (LOA) electronically to the student, which outlines their academic accommodations.** The student's professors for each semester are blind-copied on this email and receive the LOA concurrently. In the case that a student registers for a new class or a registered class does not yet have an assigned instructor by the time the student's LOA is sent, it is the student's responsibility to forward the LOA to any new professor. We encourage students to communicate directly in a private setting with faculty to discuss their accommodations and particular needs. DS will relay granted testing accommodations to the Testing Center.
6. **Reasonable academic accommodations are always considered with regard to the individual's needs on a case-by-case basis.** At the student's request, DS may review and revise these accommodations. Students who disagree with the findings of the Committee for Academic Accommodation or have another concern relating to Disability Services are encouraged to work directly with faculty, DS counselors, and administration to resolve the issue. If students have a complaint that cannot be readily resolved, they should follow the guidelines in the "Grievance Procedures" section of the Disability Nondiscrimination Policy, provided at intake and on request. This policy may viewed at <https://www.stthom.edu/Campus-Student-Life/Disability-Services/Index.aqf>
7. **Academic accommodations are not retroactive.** Accommodations will take effect once approved by the Committee and the student's LOAs sent to faculty. Coursework completed before accommodation approval and notification is not affected.
8. **LOAs are valid for one semester;** students are required to request a new LOA for each semester enrolled.

For more information or to consult with Disability Services contact [cds@stthom.edu](mailto:cds@stthom.edu) or call 713-525-2169.