# LANEY GRADUATE SCHOOL (LGS) AND DEPARTMENT OF ACCESSIBILITY SERVICES (DAS) ACCOMMODATIONS SUPPORT PROCESS GUIDANCE FOR STUDENTS & FACULTY

## Request Accommodations

#### **Review Process**

### Accommodation Implementation

## Accommodation Concerns

A student at anytime can initiate the registration process with DAS if they require an accommodation.

An Accommodation Specialist is assigned to a student case within 24-72 hrs of receiving materials. Every term, a student should request a new, semester-specific accommodation letter, which will automatically be sent to their course instructors.

Anyone with accommodation concerns should consult DAS or LGS Student Affairs Team ASAP.

A student must submit required documentation from licensed medical professional to DAS. If approved, the student will be assigned to a DAS Coordinator within 5-15 business days

The student and each faculty member should review accommodations together. Reasonable modifications may be necessary and should be reviewed with DAS.

Certain accommodations, such as flexibility with attendance, require an additional form for each course.

It is up to a student to share accommodation needs with faculty and others who have direct or indirect involvement in their academic success and/or implementing their accommodation plan.

DGS/PD/PAs are unable to notify instructors of student accommodations. The student must do this.

All faculty should include a syllabus statement for all courses. Disability information must remain confidential. Any information a student with a disability shares should be used solely and specifically for arranging reasonable accommodations for the course of study. All communications between instructor and student regarding accommodations must remain private.

#### LGS STUDENT SUPPORT CONTACTS

DR. JENNIFER M. CASON Assistant Dean of Student Affairs EMILY NEUTENS
Associate Director of
Student Affairs