FLOW CHART
PROCEDURES FOR REQUESTING AND RECEIVING EDUCATIONAL ACCOMMODATION(S)

STEP 1
New Incoming Freshmen Students must register and complete acceptance packet with the Students with Disabilities Program (SWDP).

STEP 2
(Intake Process)
SWDP Coordinator/Counselor reviews documents provided by the student and determines eligibility for services.

STEP 3
(Interactive Process)
SWDP Coordinator/Counselor meets with student to identify accommodation needs.

STEP 4
(Interactive Process)
SWDP Coordinator/Counselor and student prepare accommodation letter to each respective Professor.

STEP 5
(Interactive Process)
Student signs and gives accommodation letter to his/her Professor for review and signature.

STEP 6
(Interactive Process)
Student returns a copy of each accommodation letter to the SWDP office.

STEP 7
(Interactive Process)
SWDP Coordinator informs Student of the availability of the accommodation requested.

STEP 8
(Interactive Process)
Student takes steps to access accommodation provided. Training on the proper use of equipment or devices will be provided by SWDP.

STEP 9
(Interactive Process)
Student contacts the SDWP office if a reassessment of current accommodation needs or additional academic adjustments are warranted/needed during a semester.

STEP 10
(Interactive Process)
SWDP Coordinator/Counselor meets with the student (and/or faculty, if necessary) to verify needs and identify available options for resolution.

STEP 6
End of Semester
Student registers for classes for next semester.

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