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## **Roles and Responsibilities in the Accommodation Process**

In order for the accommodation process to proceed smoothly, all parties need to understand their roles and responsibilities.

Students are responsible for:

- Providing the Director of the Academic Support Center (ASC) with a registration form and any supporting documentation of disability.
- Requesting that your accommodations be sent out each semester.
- Requesting accommodations as far ahead of time as possible. Some accommodations cannot be effectively arranged if they are requested on short notice.
- Discussing accommodations with faculty and staff members as needed.
- Notifying the Director of the ASC immediately if there are any concerns or difficulties with receiving accommodations.

The Director of the ASC is responsible for:

- Determining reasonable accommodations and clarifying what documentation is needed to determine eligibility for services, if any.
- Maintaining student files in a confidential manner.
- Writing accommodations request letters and sending letters to faculty upon student request.
- Releasing disability-related information on a need-to-know basis to other University faculty and staff members.
- Assisting to resolve any problems a student identify with receiving accommodations

Faculty and staff are responsible for:

- Understanding accommodations recommended by the Director of the ASC, and contacting her if they think additional accommodations are needed.
- Contacting the Director of the ASC if there are concerns or questions about accommodations and how they will be provided.
- Knowing the essential elements of a course or program.