

Disabilities Services Policies

Notifying Professors of Accommodations

All accommodations must be presented to faculty members in adequate time for the accommodations to be prepared. In cases of extended time on tests or other academic accommodations, one week is the generally expected time frame. In cases where specialized textbooks, devices or instrumentation are required, students should plan to give at least one month's notice to ensure that the need can be accommodated.

Documented proof that the faculty was notified

Students using accommodations must retain documented proof that the faculty member was notified of the accommodation in a timely manner. Documentation can be in the form of a sent email or other such documentation indicating that need for accommodations has been received.