



PROCEDURES OF CONCORDIA UNIVERSITY TEXAS DISABILITY SUPPORT OFFICE

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 Student Success Center (SSC) with a completed Intake form and any supporting documentation of disability.
- Keeping the Director of the SSC informed and providing updated documentation of disability changes.
- 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. If you have difficulty addressing their concerns or questions, contact the Director of the SSC.
- Notifying the Director of the SSC immediately if there are any concerns or difficulties with receiving accommodations. You and she will then decide what the next steps should be.

The Director of the SSC 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 for faculty. Letters will detail who is responsible for specific parts of providing accommodations and what to do if there are any concerns.
- Releasing disability-related information on a need-to-know basis to other University faculty and staff members.
- Assisting to resolve any problems student's identify with receiving accommodations

Faculty and staff are responsible for:

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