



Guidelines for Ensuring Accessibility

Accessibility Services...

- Is responsible for collecting and reviewing pertinent medical and/or psychological documentation, interviewing students about their accommodation needs and creating the student's Student Accommodation Report (SAR).
- Is responsible for providing consultation to student and faculty when an accommodation is unclear and informing student of procedures for utilizing accommodations.
- Is responsible for being aware of Board of Regent requirements (which comply with the ADA and all federal guidelines) and maintaining policies and procedures that comply with these requirements.

Student...

- Is responsible for emailing faculty the SAR and meeting with faculty to discuss accommodations.
- Is responsible for following accommodation procedures as explained by Accessibility Services.
- Is responsible for informing Accessibility Services if his/her condition or circumstances changes and/or a new accommodation is needed.

Faculty...

- Is responsible for meeting with student to discuss accommodations once a student has emailed the SAR and requested a meeting.
- Is responsible for consulting with Accessibility Services about accommodations and how to address specific access (physical or digital) barriers, share information about course/program essential skills and requirements in relation to accommodations approved for student.
- Is responsible for sharing any student behaviors that are concerning or disruptive so that appropriate interventions can be used to alleviate the situation.