

**PROTOCOL FOR AWARDED ACCOMMODATIONS
TO STUDENTS WITH DISABILITIES**

1. The Disability Policy is posted in our Catalog and our Student Handbook. This policy states that a student seeking reasonable accommodations due to a specific disability must provide acceptable evidence of this disability to Lynne Tagatz, Academic Services Office.
2. If a student addresses this issue with his/her faculty member, this faculty member should instruct the student to see Lynne Tagatz.
3. The Academic Services Office has a form that each student must complete in order to receive accommodations.
4. After completing the form and providing the necessary documents to Lynne Tagatz, Associate Dean Smith will confirm the claimed disability. In conjunction with the student, Associate Dean Smith will determine the alternatives for providing each student accommodations.
5. Lynne Tagatz will then contact the student to determine exactly how his or her request will be implemented.
 - a. The Academic Services Office will contact the professor of each course about the accommodations that are to be made (i.e. note-taking and/or reader) in that particular course.
 - b. If, in the case, alternative means will meet the same accommodation, the professor will be asked which they prefer.
6. The Academic Services Office will work with the student to provide approved accommodations for exam testing. The Academic Services Office will inform the faculty member if a student is taking the exam at an alternative time (any time earlier or later than the exact time of the exam). If, during the examination, there is a correction to that exam, the professor should advise someone in the Academic Services Office, and that administrator will inform the student of the correction.