**Wesleyan College Disability Resources**
**Accommodation Request Process**

### Student
- Obtain and complete Request for Disability Services Form
- Collect appropriate documentation from qualified licensed professional
- Make appointment with the Coordinator of Disability Resources and request specific accommodations as soon as possible prior to when accommodations are desired*

### Coordinator of Disability Resources
- Engage in an interactive conversation with the student to collect important information regarding her specific disability and requested accommodations upon appointment scheduled by the student
- Review documentation upon presentation by the student
- Approve reasonable accommodations and notify student and appropriate staff
- Provide student with access letters for each class student will utilize accommodations

### Student
- Make appointment and present documentation provided by Disability Resources to appropriate faculty members

### Student and Faculty Member Collaboratively
- Determine a plan for implementing academic accommodations, make specific notes for implementation strategies on accommodation paperwork
- Sign academic accommodation agreement

### Student
- Return paperwork to the Coordinator of Disability Resources to finalize accommodations

### Coordinator of Disability Resources
- Sign academic accommodation agreements
- Send a copy of accommodation agreements to the student and faculty member
- Securely maintain all paperwork

* To continue to be considered for academic accommodations, a student must request services each semester. Other accommodation requests must be made annually.