Academic Accommodations Procedures

In order to receive academic accommodations the following steps must be completed each semester the student requests accommodations:

1. **Complete Rights and Responsibilities form and Release form.** The accommodation letter process is student initiated and begins with her completing the appropriate paperwork and submitting it to the Disability Services office. The Release form gives Disability Services permission to communicate with her faculty. These forms can be printed from our website at [http://www.meredith.edu/disability](http://www.meredith.edu/disability) and click on *Forms and Information*. Hard copies can be picked up can be picked up in the Disability Services office.

2. **Each semester, meet with a Disability Counselor for an Accommodation Review.** To ensure the most accurate and appropriate accommodations for each course, the student is required to meet with a DS Counselor to discuss which accommodations she will need for each course. We recommend that students attend class before coming to this meeting. This meeting takes approximately 15-20 minutes.

3. **Accommodation letters are processed.** The student will pick up her letters from Disability Services. Students are required to hand deliver accommodation letters to their faculty so that the student may gain experience in self-advocacy.

4. **The student requests a meeting to discuss her letters with each faculty member.** The student and faculty will meet privately to discuss the implementation of appropriate accommodations for the particular class; however, it is possible that not all accommodations will apply to each class.

5. **The student and faculty member both sign the accommodation letter and send it back to the Disability Services.** The signed accommodation letter serves as a contract and must be kept on file by the Counseling Center/Disability Services. A second copy is provided for the faculty member to keep.