

ACCOMMODATION PROCESS

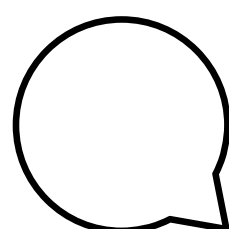
1 NOTIFICATION

The process for Instructors begins with an email notifying you of an accommodation letter on the Accommodate website. Your responsibility is to open and read the letter, then sign it saying you read and understand it. Signing this letter does not mean the accommodations are put in place.



2 DISCUSSION

Students are responsible for reaching out to their instructors to discuss accommodation implementation. This conversation can be done through email, a video call, a phone call, or in person. The instructor and student can decide what works best for them.



3 PLANNING

During the discussion, Instructors should inform the student of policies and ideas they have for implementing the accommodations. Logistics of communication, timeliness, and course nuances should be discussed. It is important to take the time to listen to the student needs and document the implementation plan!



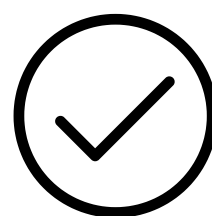
4 SUPPORT

If during the discussion there is a concern about how an accommodation works within the course design, or the requested flexibility the student feels they need, it is important not to deny the accommodation, but rather reach out to SAS or CELT to discuss how this accommodation aligns with your course.



5 IMPLEMENTATION

After determining a plan for communication and implementation of accommodation, it is time to start them! Some accommodations take a bit more planning than others, so instructors can take a bit of time (usually around a week) to begin the implementation. If there are any issues, questions, or concerns that come up about accommodations, the SAS office should be contacted as soon as possible for support.



MORE RESOURCES:

LINKS

Phone: 515-297-7220

Email: accessibility@iastate.edu