Process for common accommodations

Overview of academic accommodations

Process for Academic Accommodations

1. Students must complete an Application for Academic Accommodations to receive accommodations related to their disability and a renewal application for each continuing academic year.
2. Students must submit current medical documentation for full review and determination of appropriate, reasonable academic accommodations.
3. Approved academic accommodations will be visible in the Banner student information system.
   a. Students can view accommodations via the myslu.slu.edu tools tab in Banner on the student tab under “view all approved accommodations.”
   b. Faculty can view accommodations via their Banner class roster.
4. Students must notify their professors that they are registered with Disability services and discuss their accommodations within the class if they wish to be accommodated. Students are not required to disclose their disability.
   a. Accommodations are not retroactive.
   b. A student can choose whether to activate and utilize accommodations in any or all class environments.
   c. Notification to faculty should be timely (e.g. within the first two weeks of the semester for attendance accommodation, at least one week prior for testing accommodations, etc.).
   d. If you have specific concerns or needs, communicate these with your instructors.
   e. If faculty have questions about your accommodations or ask for your diagnosis or medical documentation, please ask them to contact Disability Services at disability_services@slu.edu or (314) 977-3484.
5. Students must renew their accommodations annually. Reminder emails are sent to the student’s SLU email address prior to the start of each fall semester.
6. Accommodations do not appear on transcripts. If a student personally requests it, Disability Services can forward the student’s file to another institution, including another college or university and a graduate or board examination organization.
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1. Testing Accommodations:
   a. At their preference, instructors may proctor exams with testing accommodations themselves.
   b. Testing is also available in the Frost Campus Testing Center (Beracha Hall 108) and Med Campus Testing Center (School of Nursing 114). An Out of Classroom Testing (OCT) form must be completed by both the student and the professor. The OCT form is available online.
   c. The OCT form must be turned in to either testing center one week prior to the scheduled exam date.
   d. An OCT form is required for each class. Up to six exam dates can be listed on one form.
   e. A confirmation email will be sent within 24-48 hours to the student when an OCT Form is received at either testing center.
   f. When a professor offers to submit an OCT Form on behalf of a student, it is the student’s responsibility to confirm with the testing center that their OCT Form has been submitted.

2. Note-Taking Accommodation:
   a. Faculty will generally request a student volunteer note-taker in a class, and will either arrange a meeting between the student and the note-taker or provide a copy to the student, depending on the student’s preference.

3. Alternate Format Text Material Accommodation:
   a. Students must complete an Alternate Format Course Material (AFCM) request form. The AFCM form is available in the Frost Testing Center location and online.
   b. Alternate Format Course Material may require 4-6 weeks to process. Please plan accordingly when requesting AFCM.

4. Audio Transcription or Sign Language Interpretation Accommodation:
   a. Students must review detailed needs with Disability services prior to each semester.
   b. Students are asked to communicate with Disability services if they know they will be absent for a class period 48-hours in advance to adjust the scheduled service accordingly.
   c. Students should contact Disability Services when adding/dropping courses.

Ongoing communication with Disability services
   a. It is the student’s responsibility to communicate with the office.
   b. Mass emails are sent via a confidential Disability services listserv.
   c. We appreciate advanced scheduling of appointments when possible. To schedule an appointment, login to myslu.slu.edu, and access SLU Appointments via the tools tab.
   d. Students or faculty may contact us with questions at disability_services@slu.edu or (314) 977-3484.