1. Students MUST contact The Office of the Dean, Dean Michael Gill at Ferkauf regarding Disability needs.

2. Students will submit Request for Reasonable Accommodation form plus documentation to Dean Gill.

3. Dean Gill/staff will forward form and documentation to ODS for review and accommodations determination. Files on students (including documentation and Request for Accommodations form) will be kept at Ferkauf in a confidential, safe location.

4. ODS will send the completed form back to Dean Gill, who will share a copy of the accommodation form with the student’s Program Director.

5. The Program Director, after signing the form, will discuss the accommodations with the student, giving him/ her, a form for each professor.

6. Student will discuss accommodations with student’s faculty members each semester.

7. Students may choose not to disclose their disability to all faculty members. Program Directors will be sensitive to and respectful of the students’ rights for confidentiality. By putting the form in the student’s hands, He/she will be empowered to select the faculty with whom he/she would like to share this information.

8. The faculty member and student will discuss the accommodations and their implementation and will both sign the Request form, and

9. The student MUST return the signed form to the Program Director.

10. If a student feels that he/she has not been accommodated, the first person to contact is the Program Director. It this is not sufficient, Dean Gill will be contacted.