

## **Requesting Accommodations**

Welcome to the Arkansas Tech University Office of Disability Services (DS). We are committed to an inclusive educational environment and actively promote the removal of barriers related to disability. We work with each student to formulate a plan unique to their circumstances taking into account their learning history and personal experiences.

Students must self-disclose their disability status and formally seek adjustments through DS. Requests for accommodations should be initiated in a timely manner to allow for coordination of services with faculty and staff. **Accommodations are not retro-active**, therefore students are encouraged to meet with a DS staff member before the start of classes or early in the semester if they suspect an accommodation is necessary.

Note: While documentation is not necessary to initiate this process, our office reserves the right to request formal documentation as an aid in determining appropriate adjustments on behalf of the university.

Students may complete an application for services at <https://denali.accessiblelearning.com/ATU/>. Please contact the Office of DS if an alternative format is required.

## **Intake Interview**

Upon the receipt and review of the student's application and associated documentation, the student will be notified via One Tech email when they may proceed with scheduling an intake interview. This interview is an interactive, in-depth discussion between the DS staff and the student that lasts approximately an hour.

Students are expected to meet privately with a DS staff member and should be prepared to discuss the following subjects during their interview:

- The impact of their disabilities on their academics, social interactions, extracurricular activities and living environment (if requesting housing accommodations)

- Their accommodation history
- The accommodations they are requesting for the current or upcoming semester

### **Notification of Eligibility**

Upon completion of the student's intake interview and review of any associated documentation, DS staff will develop an individualized plan for the student. Students who are eligible for accommodations will receive a Notice of Eligibility via One Tech email outlining the adjustments for which they are approved.

Upon receipt of this notification, students may log in to the AIM student portal and request accommodations specific to their courses.

### **Notifying Faculty**

Students may print their Notification of Accommodation letters for hand delivery to their instructors or have the notification delivered directly to faculty via One Tech email.

Students are encouraged to make arrangements to meet privately with faculty to ensure the notification is acknowledged and that both parties understand the approved accommodations. Students may be asked to share how their disability impacts their ability to participate in academic programs and activities and should be prepared to discuss this information.

Note: In no instance is a student required to reveal the nature of their disability or provide documentation of their disability to anyone other than the Office of DS.

Faculty members should provide ample opportunities during office hours for students to schedule private, confidential consultation to discuss disability related barriers they anticipate or are experiencing in the course.

### **Renewing Accommodations**

Most adjustments are available for the duration of the student's academic career. Students must renew their accommodations via the student portal at the beginning of each semester.