

Procedures for Requesting Accommodations for KU Edwards Campus Students

The process of determining reasonable and appropriate accommodations for students with disabilities is a collaborative one between Disability Resources (DR), faculty, and the student. DR is responsible for determining student eligibility for accommodations, recommending reasonable and appropriate accommodations for each class, and facilitating the approved accommodations in consultation with the student and faculty.

Students seeking disability accommodations for classes at the KU Edwards Campus must first provide Disability Resources on the Lawrence Campus with qualifying disability documentation. Disability documentation guidelines can be found on our web site at <http://www.disability.ku.edu/documentation.shtml>

To submit documentation, students can provide a copy to the DR liaison in 119 Regents Hall. The liaison will forward the documentation to the appropriate staff member. Students may also send their documentation via fax at 785-864-2817 or by mail to: Disability Resources 1415 Jayhawk Blvd. Room 22 Lawrence, KS. 66045

Procedures

1. Student sends documentation to DR office on the Lawrence Campus
2. Documentation is reviewed by appropriate staff member
3. DR staff will contact the student to schedule an intake appointment. This can be done in person or via phone. If additional documentation is necessary, DR will inform the student during the intake appointment.
4. If the student's documentation qualifies him/her for accommodations, DR staff will prepare Accommodation Request Forms (ARF) for those classes the student needs accommodations.
5. The ARF's will be sent via campus mail to the DR liaison in 119 Regents Hall for the student to pick up (usually takes a day or two).
6. Student will pick up the ARF and sign them and take them to each instructor to discuss implementing accommodations and request faculty sign the ARF as well.
7. Student returns signed white copy of the ARF to the liaison. Liaison will mail white copy back to the DR office on the main campus.