Establishing that you are a person with a disability who qualifies for academic accommodations is an interactive process. To begin that process you may submit an Student Disability Services (SDS) application and documentation of your disability. Alternatively, you may request to begin this process by making an appointment with an SDS staff member if you would prefer.

**Documentation Guidelines**

- Documentation that is helpful in establishing that you are a person with a disability may include original documentation from an appropriately-licensed professional or a record of academic accommodations previously provided by other institutions.

- The documentation should identify the disabling condition or conditions for which accommodations are being requested.

- While it is helpful to have documentation that is recent, a disability will be considered ongoing in duration unless the documentation indicates otherwise.

- The documentation must be dated. Signatures are not required.

- We are often able to approve accommodations using documentation already in a student’s possession, so please feel free to consult with us about that possibility before going to the time or expense of obtaining additional information for our review.

You may be asked to provide additional documentation if the relationship between the accommodation(s) requested and the disability is not intuitive or if the requested accommodation modifies a degree requirement, as is the case with substitution classes for the World Language requirement. There are specific guidelines for this request on our webpage.

Once you have provided SDS with a completed application and documentation of your disability the application process is complete. An Accommodations Coordinator in our office will be assigned to you and you will be asked to schedule an intake appointment. During your intake appointment, the interactive process will continue and your accommodations will be reviewed. Additional accommodations may be recommended at this time.