Academic Accommodation Request Workflow for Students with Disabilities
Faculty Quick Guide
TABLE OF CONTENTS

Understanding Academic Accommodation Request Workflow ..................................................... 3
Workflow Overview ........................................................................................................................ 3
Workflow Detail .............................................................................................................................. 4

1. Email Notification.................................................................................................................. 5
2. Instructor – Request Approval ............................................................................................... 5
3. Instructor – Request Denial ..................................................................................................... 6
4. Instructor – Partial Approval ................................................................................................. 6
5. Instructor Supervisor ............................................................................................................. 7
UNDERSTANDING ACADEMIC ACCOMMODATION REQUEST WORKFLOW

The Academic Accommodation Request Workflow was developed to better coordinate academic accommodations between students, instructors, the Center for Students with Disabilities (CSD), and Equal Opportunity Services (EOS). The application automates the process of informing instructors of student accommodations and promotes adherence to the Student Academic Adjustments / Auxiliary Aids Policy.

WORKFLOW OVERVIEW

Please understand that faculty partnership in providing accommodations increases student success. If, however, you feel the approved accommodations form has accommodations that may/have become an undue burden/hardship and/or a fundamental alternation, then you may request to deny a particular accommodation.

Before denying an accommodation, you may wish to contact the CSD to explore alternatives and develop a collaborative solution.
1. Notification of an Accommodation Form for a Student in Your Class

You will receive an email notifying them that a student has submitted an accommodation form for a class section and semester for which you are the instructor of record.

Click on the link to the Academic Accommodation Form Instructor Approval page.
2. Instructor – Request Approval

After logging into PeopleSoft, you will be directed to the accommodation form that lists the student’s functional limitation(s) displayed as restriction code(s) and approved academic accommodations.

You must Approve or Deny each accommodation and submit the form. You may click Approve All instead of individually approving each requested accommodation. If all the accommodations are approved, the form will be routed to the student notifying them that his/her request has been approved.

It is the student’s responsibility to communicate the accommodations he/she are requesting from you.
3. Instructor – Accommodation Denial

If you deny the entire accommodation form, a pop-up message will appear informing you to contact the CSD office within seven (7) business days or the accommodation form will be deemed approved.

4. Instructor – Partial Approval

If at least one of the accommodation(s) is/are denied, a pop-up message will appear notifying you that the request will be forwarded to your supervisor to review.
5. Instructor Supervisor- Approval or Denial

After discussing the denied requested accommodation(s) with you, your supervisor may uphold the denial(s) and submit the partially approved accommodation form. The form will be routed to the ADA/504 Coordinator.

If the supervisor disagrees with the denial, the supervisor forwards the form back to you so that you both may discuss the requested accommodation(s).

![Academic Accommodation Form]

- **Approved**: If the accommodation(s) are subsequently approved, the accommodation form is complete and the student will receive an email notifying them that their request has been approved.
b. **Denied:** If you and your supervisor agree to deny the accommodation(s), the form will be routed to the ADA/504 Coordinator.

While the accommodation(s) are under review by the ADA/504 Coordinator, they remain approved and must be provided to the student. The ADA/504 Coordinator will consult with your supervisor to develop an alternate accommodation that is agreeable to all parties. The accommodation form will be returned to you for further action. The student will be notified of the decision to approve or deny the accommodation(s).

To view the Student Academic Adjustments/Auxiliary Aids Policy, please follow this link: [http://www.uh.edu/af/universityservices/policies/sam/1GenAdmin/1D9.pdf](http://www.uh.edu/af/universityservices/policies/sam/1GenAdmin/1D9.pdf)

If you have any questions regarding this process, please contact the student’s CSD counselor at 713-743-5400 or via e-mail.