Academic Accommodation Request Workflow for Students with Disabilities

Faculty Quick Guide
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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

CSD Counselor → Student

Student → AAEC Chairperson

Class Instructor → Instructor Supervisor

Instructor Supervisor → ADA/504 Coordinator
1. Email Notification

Instructors receive an email notifying them that a student has submitted an accommodation form.

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

After logging into PeopleSoft through AccessUH, the instructor should select MyUH Self Service, then select the WorkList tile.

Next, click on the blue, multi-line link to the accommodation form that lists the student’s functional limitation(s) displayed as restriction code(s) and approved academic accommodations.
The instructor must **Approve** or **Deny** each accommodation and **Submit** the form. If all the accommodations are approved, the form will be routed to the student notifying them that their request has been approved.

It is the student’s responsibility to communicate the accommodations they are requesting from each instructor.

If you have questions regarding a student’s accommodation(s), please select **Request Information**. An e-mail will be sent to CSD informing them of your request and the student’s counselor will contact you.
3. **Instructor – Accommodation Denial**

   If the instructor denies the entire accommodation form, a pop-up message will appear informing the instructor 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 the instructor that the request will be forwarded to their supervisor to review.
5. Instructor Supervisor- Approval or Denial

After discussing the denied requested accommodation(s) with the instructor, the instructor’s 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 the instructor so that they may discuss the requested accommodation(s).

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a. 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 the instructor and their supervisor agree to deny the accommodation(s), the form will be routed to the ADA/504 Coordinator. The ADA/504 Coordinator will coordinate with the instructor’s supervisor on whether or not to return the request back to the instructor’s supervisor to approve the request or to submit the denied request. In both cases 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

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