Academic Accommodation Request Workflow for Students with Disabilities

Student’s 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

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CSD Counselor → Student

Student ← AAEC Chairperson

Class Instructor → Instructor Supervisor

Instructor Supervisor → ADA/504 Coordinator
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**WORKFLOW DETAIL**

1. **CSD Counselor – Submit Request**

   During the intake meeting, you and your CSD counselor will develop your accommodation form. You will receive an e-mail prompting you to approve the functional limitations and proposed accommodations by clicking on the hyperlink in your e-mail.

**IMPORTANT**

1. Throughout this process, you will receive several e-mails notifying you of the progress of your accommodation form.

2. **Do not delete these e-mails. You will need them for upcoming (future) semesters.** The emails cannot be sent to you again if you delete them.

3. Be sure to check your e-mail often! If you do not see an e-mail, check your spam (junk e-mail) folder.
2. Student Approval

After logging into MyUH, you will be directed to your accommodation form. You must Submit/Approve the recommended accommodations by clicking on either Confirm or Decline. If confirmed, the submitted form will be routed to the Academic Accommodations Evaluation Committee (AAEC) Chairperson.

If you decline the accommodation form, the form will not be sent forward. Contact your CSD counselor to create a new form.
3. AAEC Chairperson Approval

The AAEC chairperson will review your accommodation form.

If approved, you will receive another e-mail. The accommodation form is routed back to you for your acknowledgement. You will receive an e-mail if your form is approved. If your form is denied, please contact your CSD counselor.
4. Informing Your Instructors

You will receive an email notification with a link to forward your accommodation request(s) to your instructor(s). *Keep this e-mail to refer back to this form!*

You will see your class schedule(s). Select the classes for your current or upcoming semester and forward the form to each instructor. You will select the accommodations you will be using in each of your current classes. If your instructor is not assigned (STAFF), you will need to check back at a later date.

For upcoming semesters (and classes), return to your e-mail and click on this link during the first week of the semester. You can forward the request to your upcoming semester classes at that time.
For example, if you have registered for classes in both the summer and the fall semesters, do the following:

1. Find the e-mail you received notifying you of your accommodation form.
2. Login to MyUH. You will see both semesters’ classes in the list.
3. Forward the accommodation form to your summer class instructors during the summer semester as soon as you receive the e-mail.
4. Then, in the first week of the fall semester, return to the list
   a. Find the notification e-mail you used in the summer
   b. Click on the link
   c. Forward the accommodation form to the fall semester class instructors during the first week of the fall semester.

*Your accommodation form will not be sent to the instructor unless you forward the request!*

You can choose any or all accommodations by selecting the checkbox next to the accommodation code(s) you wish to forward to your instructor.

**Be sure to check off ALL boxes (or choose which you wish to forward).**

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 your CSD counselor at 713-743-5400 or via e-mail.
5. Student Email Notification – Final Approval

You will receive an email notifying you when each of your instructor(s) approves your accommodation form, with a link to view the accommodations approval page.

If you are notified that any accommodation(s) have been denied, contact your CSD counselor.