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
WORKFLOW DETAIL

1. CSD Counselor – Submit Request

During the intake meeting, you and your CSD counselor will develop your accommodation form. You will also review your accommodation form in that meeting.

2. Student Approval (during your meeting with your CSD Counselor)

To see your accommodation form, login to AccessUH and click on the MyUH Self Service. The following screen will appear:

[Image of the AccessUH dashboard with the Worklist tile highlighted]

Click on the Worklist tile. Then click on either Worklist or Worklist detail.

The list will contain a link to your form. Click on the link in the Worklist:
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.

You may log back into **AccessUH → MyUH Self Service** and click on the **Worklist** tile. Click on **WorkList** or **Worklist detail**. Click on the link to your form and **Confirm** you receipt of the approved form. If your form is denied, please contact your CSD counselor.
4. Informing Your Instructors

Log back in through AccessUH → MyUH Self Service. Select the Academic Records tile.

From the menu that appears, select the CSD Workflow AAAA Forms → Forward Form to Faculty menu option.
Select **Search** to access your 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 **AccessUH → MyUH Service Center → Academic Records** during the first week of the semester. You can forward the request to your upcoming semester classes at that time.

*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).**
After you forward your request and select your accommodations, you will receive the following acknowledgement:

Accommodation request has been forwarded to the instructor for approval. (20700,10)
You will be notified of the decision via your e-mail account.

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 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.
6. Informing Your Instructors

Log back in through AccessUH → MyUH Self Service. Select the Academic Records tile.

From the menu that appears, select the CSD Workflow AAAA Forms → View AAEC Approval Status menu option.
A Search screen will appear.

**AAAA Form - AAEC Approval**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

- ID begins with ▼
- Academic Institution begins with ▼
- Request ID ▼

Search ▼ Clear ▼ Basic Search ▼ Save Search Criteria

Find an Existing Value | Add a New Value

Just hit **Enter**. Either your form will display itself or a list of your forms will pop up, if you have more than one:

**Request Details**

- Student ID: [Student ID]
- Institution: [Institution]
- Request ID: [Request ID]
- Request Date: [03/04/2016]

**Academic Accommodation Form**

 profesional institution's student academic accommodations/auxiliary aids policy. the information contained on this form is confidential and should not be disclosed to any third party without the written permission of the student. this form substantiates that the student has presented the necessary documentation to the components institution's student disability services center to verify his/her disability. any questions or concerns regarding this form or the referenced academic accommodation/auxiliary aid may be discussed with the components institution's student disability services center.

- Academic Accommodation Code: [A001] Priority seating in classroom Status: Approved
- Accommodation Code: [E002] Breaks as needed Status: Approved
- Accommodation Code: [C01] Recording device in classroom Status: Approved

**Approval Details**

- Approval Step: Submission
- Action Taken: Submit
- Transaction Date-Time: 03/04/2016 3:15PM
- Approval Step: Student Acknowledgement
- Action Taken: Approve
- Transaction Date-Time: 03/04/2016 3:21PM
- Approval Step: AAEC Approval
- Action Taken: Approve
- Transaction Date-Time: 03/04/2016 3:23PM
- Approval Step: Student Acknowledgement
- Action Taken: Approve
- Transaction Date-Time: 03/04/2016 3:28PM