

## **Procedures for Requesting Academic Accommodations Information for Instructors**

Thank you very much for your assistance in this process. The University is legally required to provide reasonable accommodations to students with physical, learning, and psychological disabilities. You are being asked to provide, or arrange, for academic accommodations for a student in your class who has a documented disability. The University requests your assistance so that students with disabilities receive access to all that the University has to offer. The procedure for processing is as follows:

1. Please review the form with the student and discuss the specifics of each accommodation request. Be sure to ask any questions and express any concerns at that time.
2. If you agree to provide or arrange for the accommodations as requested, sign both forms, keep the Instructor's copy, and return the student's copy to the student. The student is required to submit it to the Director of the Center for Academic Excellence.
3. If you have questions or concerns that the student is unable to answer, contact the Director of the Center for Academic Excellence for clarification or consultation. In order to expedite the process and avoid a delay in providing of reasonable accommodations to the student, contact should be made within 48 hours of the initial meeting with the student.
4. If you are concerned that any of the requests may alter your course requirements or otherwise compromise the integrity of your course, you are encouraged to discuss alternative solutions with the student. If you and the student are unable to come to an agreement, please contact the Director of the Center for Academic Excellence to discuss the situation. Within the bounds of confidentiality agreements, that office offers assistance to both the professor and the student.
5. The office of the Associate Dean of Faculty hears appeals from both the professor and the student.

Please refer to the faculty manual for more information concerning student accommodations, the Americans with Disabilities Act, and Section 504 of the 1973 Rehabilitation Act.

**CONFIDENTIAL**  
**Buena Vista University**  
**Student Academic Accommodation Report**

The purpose of this form is to assist the University in providing reasonable academic accommodations to students with documented disabilities. Documentation is on file with the Director of the Center for Academic Excellence. This form and the information it contains must be treated with confidentiality. See the procedures on the reverse of this form for additional information concerning this process and then please return this form to the Director of the Center for Academic Excellence.

Student's name: **Student Withdisability**

BV ID: **99XXXXXX**

\_\_\_\_\_  
instructor's name

\_\_\_\_\_  
course title and number

The 504 Coordinator and the Director of the Center for Academic Excellence have reviewed documentation supportive of this student's requests. In compliance with ADA regulations and Section 504 of the 1973 Rehabilitation Act, an appropriate professional (such as a physician or psychologist) has determined the following accommodations to be reasonable for this student.

- **Extended time for testing, not to exceed 1½ times the normal allotment for the test.**
- **A quiet, distraction-reduced place for test taking. The student may test in the CAE.**

*Donna S. Musel*

8/29/2011

\_\_\_\_\_  
CAE Director's signature

\_\_\_\_\_  
date

If you are unable to provide these accommodations or have concerns about them, please call the Director of the Center for Academic Excellence within **48 hours** of receiving this form. Some information concerning this student may be protected and may be considered confidential under the law.

I acknowledge that I have received this form.

\_\_\_\_\_  
instructor's signature

\_\_\_\_\_  
date

CAE Director \_\_\_\_\_ date received \_\_\_\_\_

Instructor's Copy     copy to be maintained in student's file in CAE

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\_\_\_\_\_  
date

CAE Director \_\_\_\_\_ date received \_\_\_\_\_

\_\_\_ Instructor's Copy    \_\_\_X\_\_\_ copy to be maintained in student's file in CAE