

Policies and Procedures for students requesting Accommodations:

1. Must self-identify their exceptionality
2. Request information regarding accommodations from the Kinkel Center for Student Success, Advising and Engagement
3. Provide contact information to Academic Support and Accommodations Coordinator
4. Schedule an appointment with the Academic Support and Accommodations Coordinator through Fontbonne WOnline, Academic Coaching and Accommodations
appointment: www.fontbonne.edu/kinkel or email rwadejohnson@fontbone.edu

Students are required to:

1. Meet with the Academic Support and Accommodations Coordinator for explanation of possible provisions and services.
2. Obtain a *Request for Accommodations form* to be completed and submitted to Academic Support and Accommodations Coordinator. The *Request for Accommodations form* **must** be accompanied with **verifiable** documentation of the exceptionality from a medical professional on business letterhead, (e.g. evaluation report, IEP or 504 plan).
3. Establish an appointment with the Academic Support and Accommodations Coordinator to:
 - review submitted documentation
 - discuss student rights, responsibilities and testing policies
4. Inform Academic Support and Accommodations Coordinator as soon as possible of schedule changes throughout the semester.

After a student has provided documentation of the exceptionality, what happens next?

1. Upon review of documentation, (please allow at least 48 hours or as reasonably possible) for processing information. The specific accommodations requested must be substantiated by information presented in the medical/educational documentation from a medical professional on business letterhead, (e.g. evaluation report, IEP or 504 plan).
2. The Academic Support and Accommodations Coordinator may need to secure additional information or communicate with the referring party. Academic Support and Accommodations Coordinator will ask for a signed release (located on the second page of the *Request for Accommodations form*) before making contact.
3. The student will obtain approval or denial of services as determined by the Academic Support and Accommodations Coordinator. ***If approved, an Accommodations letter will be emailed to Faculty and copied to the student. If denied, a rationale will be provided to the student.***
4. The Academic Support and Accommodations Coordinator will email an Accommodation letter to Faculty and student based on their official current schedule.

****Student must confirm receipt of the Accommodation letter by replying to the email.***