

## Reasonable Accommodations Procedures

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Students who believe they are eligible to receive accommodations from The Art Institute of Washington should follow designated procedures shown below.

Student is referred to the Disability Services Office (self, faculty, staff, parent, agency).



Disability Services Coordinator requests appropriate documentation of disability. Documentation requirements may be mailed to students.



Student provides documentation to Disability Services Coordinator. The disability services coordinator reviews the documentation and consults with the person writing the documentation when necessary. Eligibility for accommodations is determined when documentation is complete.



Student picks up accommodation letters during Week One of the quarter from the Department of Student Affairs. An intake meeting may be scheduled which could include discussion of reasonable accommodations requested, services explained, documentation requirements provided and rights and responsibilities reviewed. Letters are prepared quarterly based upon student's request. When accommodations require facility modification, Disability Service Coordinator will notify the student that the Manager of Building Facilities will be notified.



Student is responsible for presenting and discussing accommodation letter to faculty when requesting needed services. Accommodations are effective once faculty has received letter. Accommodations are not retroactive. For students with physical disabilities, an additional meeting with the Manager of Building Facilities may be required.