

## OCU PROCEDURES FOR STUDENTS REQUESTING ACCOMODATIONS

### **Submit: Completed Accommodation Request and supporting documentation**

The Accommodation Request form may be found at [www.oak.edu/student-services](http://www.oak.edu/student-services). Print the form, complete it, and submit it to the Office of Student Life or to the 504 Coordinator.

Accommodation request and information may be submitted at any time immediately prior to or during the student's enrollment. The review process may take 2-3 weeks after the request has been submitted. The student will be notified once the review process is complete.

All information must be submitted in person or delivered via mail. Accommodation request information is not accepted by email in order to protect your personal data.



### **Submitted Information Review**

Student information for accommodation requests is reviewed on an individual, case by case basis. After the review, the coordinator will contact the student to set up an appointment to discuss potential accommodations. Please contact the office to which you submitted your request or the Office of Student Life if you have not heard from the coordinator within three weeks of submitting information.

The Coordinator will contact the student to advise the student of any additional information needed. Requested documentation from external sources may include medical documentation or prior IEP/504 plans.

For more information about the review process or the type of information to submit, please contact the 504 Coordinator or the Office of Student Life.



### **Meet with Coordinator**

The coordinator and the student will meet to discuss OCU policies and procedures, your rights and responsibilities, as well as potential accommodations. The coordinator will provide information on available resources.



### **Implementation of Accommodations**

Meet with your professors/instructors to give them the accommodations list and make arrangements for you to access your accommodations within class or during testing.

It is the student's responsibility to provide the list of accommodations to the professor/instructor for each class as soon as practicable every semester/payment period. Accommodations cannot be provided until the individual professor/instructor has been notified by the student. Accommodations are not retroactive.