Student Disability Services: Procedure for Implementing Accommodations

Marshall B. KETCHUM UNIVERSITY
Enrollment and Student Services

1. Student requests accommodations and submits paperwork to Student Disability Services:
    - "Request for Accommodations & Services Form"
    - "Disability Verification Form"
    - "Requesting Accommodations During Clinical Rotations Form" (as needed)

    Additional Documents for Students on Portal:
    - "Accommodating Students & Applicants with Disabilities" policy
    - "Documentation Guidelines"

2. SDS reviews paperwork; verifies documents; meets with student

3. If accommodations are approved, SDS sends notice to the program administrator for accommodations

4. Accommodations involving clinical skills or clinical experiences will be discussed with the teaching faculty prior to approval

5. SDS sends student SDS registration letter and logs data

6. The program administrator for accommodations implements the accommodations and notifies the faculty of the testing and classroom accommodations

7. The program administrator for accommodations informs students of the date their accommodations will be implemented (as soon as possible; usually within a week)

* *Faculty may engage in a deliberative process if an instructor believes that an accommodation would fundamentally alter an essential requirement. (See: "ADA: What Employees Need to Know" for details)*

CONTACT INFORMATION

MBKU Student Disability Services
studentdisabilityservices@ketchum.edu

MBKU Americans with Disabilities Act (ADA)/504 Coordinator
Wende Holtzen, MS, SPHR, SHRM-SCP | *Vice President for Human Resources*
wholtzen@ketchum.edu | 714.449.7459

DISABILITY SERVICES