

# Student Disability Services: Procedure for Implementing Accommodations



Marshall B.  
KETCHUM UNIVERSITY  
Enrollment & Student Services

1. Student requests accommodations and submits [paperwork](#) to Student Disability Services (SDS):
  - Request for Accommodations and Services Form
  - Disability Verification Form
  - Requesting Accommodations During Clinical Rotations Form (as needed)Additional Documents & Information for Students:
  - [Accommodating Students and Applicants with Disabilities Policy](#)
  - Documentation Guidelines
2. SDS reviews paperwork; verified 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 notified 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"](#) document for details)*

## CONTACT INFORMATION

### **MBKU Student Disability Services Coordinator**

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### **MBKU Americans with Disabilities Act (ADA)/504 Coordinator**

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