# Academic Accommodation Process

**UWRF Ability Services • 715.425.0740 • 123 Rodli Hall**

1. **Complete the New Student Application on the Ability Services home page, [https://www.uwrf.edu/AbilityServices/](https://www.uwrf.edu/AbilityServices/).** If immediately available, supporting documentation should be submitted at this time.

2. **Student independently contacts Ability Services to set up an intake appointment.** Call or stop by our office to check availability. It could take weeks to get accommodations established, so it’s best to not delay.

3. **Student meets with Ability Services staff for an intake meeting.** This is the time to discuss strengths, learning styles, and academic barriers. Staff will learn how the student’s diagnosis impacts academics. After the meeting, Ability Services staff will review documentation provided by the student. This documentation should be from a qualified professional(s) confirming the student’s disability condition and reasonable academic accommodations.

   To be eligible, the student must have a documented disability as defined by the Americans with Disabilities Act; a physical or mental impairment which **substantially limits** one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. Temporary conditions are also reviewed on a case-by-case basis.

   If a student is unable to provide documentation to support the need for accommodations, the student is not eligible for supports through Ability Services.

4. **Ability Services staff determines if the student qualifies for reasonable accommodations.** The information is shared with the student. At this time, the student has the opportunity to accept or refute the findings.

   A qualifying student will receive a Letter of Eligibility which states the approved reasonable accommodations. This document is for student record only.

5. **Each student is required to schedule and attend a second meeting with Ability Services staff to obtain a Faculty Notification Letter and review the process of requesting and utilizing accommodations at UWRF.**

   The letter states the type of accommodations the student is eligible to receive. It does not disclose any confidential information, including the student’s diagnosis. Accommodations are not finalized until this meeting takes place.

6. **The student shares the Faculty Notification Letter with their professor.** It’s most considerate and effective to do this in a timely manner. An accommodation may look different in each course and each semester. Thus, communicating accommodation needs to the professor is important to the process. The student decides what information to share with the professor, if any. Ability Services is able to assist the student with disclosure if requested.

7. **The student is now eligible to receive accommodations in their academic courses for the duration of continuous enrollment at UWRF.** The student must make an outward request for accommodation each semester. This is an opportunity to verify the student is being properly supported by the A.S. office.