



COUNSELING AND STUDENT
ACCESSIBILITY SERVICES

Request Accommodation Letters

There may be times when the design of a class presents a barrier to access. In the event that a student anticipates or experiences a barrier, he or she may request an accommodation letters be sent to the instructor with instructions on how to remove the barrier. For example, if a time limit creates a barrier for a student with a disability, the student may request extended testing time by submitting the form below.

It may be necessary for a student to attend class to get information about course design to determine if any barriers to access exist. Once a student is aware of any barriers in the classroom environment, they should notify Student Accessibility Services team as soon as possible.

Accommodation letters can be requested at any time during the semester, but students should be aware that 1.) Faculty may need some time to implement the methods listed, and 2.) ***Requests will not be retroactive.***

Please note that all requests are considered on a case-by-case basis. Most requests for accommodation letters take less than 2 business days to complete; however, some requests take additional time to process (e.g., scheduling a sign language interpreter, creating materials in alternate formats). Other requests may require additional information about essential course functions to determine an appropriate resolution. Students are welcome to contact the Student Accessibility Services at any time during the process to determine the status of the request. Students should contact Student Accessibility Services immediately if there has been no contact (receipt of an accommodation letters or some indication that the request is in process) within 10 business days.

Accommodation letters are sent via ASU email to both the Instructor and the student to facilitate communication. If a student encounters any difficulty with the implementation of any method of instruction or assessment included in the accommodation letters, they should notify a member of Student Accessibility Services team immediately so that efforts can be made to intervene as needed. There may be times when a method listed in an Accommodation letter interferes with an essential function of a course, test, or assignment. For example, if "use of dictionary" is approved initially, but the course uses a vocabulary test to assess learning, then the use of a dictionary is no longer a reasonable accommodation. In the rare event that the Student Accessibility Services is notified of such a conflict by an Instructor, the accommodation letters will be amended and resent to both the Instructor and the student.

