



COUNSELING AND STUDENT
ACCESSIBILITY SERVICES

SDS Requirements Checklist

Use this checklist to ensure you have completed each necessary step in the process for receiving Academic Accommodations. Failure to complete any step in the process may result in delayed approval or not receiving accommodations during the semester.

Please circle Y or N for each question below.

Y or N 1. Have you completed the Voluntary disclosure of Disability form? If no, please stop by the office to receive form or it may be accessed online at <https://www.asurams.edu/student-affairs/counseling-accessibility-services/>

Y or N 2. Have you submitted documentation of disability? If no, please submit documentation from medical doctor or evaluation from psychiatrist or psychologist.

Y or N 3. Have you provided a copy of your detailed course schedule (names of instructors, days and times of class)?

Y or N 4. Were you notified of request approval?

Y or N 5. Did you receive your accommodation letter?

Y or N 6. Have you received a copy of Grievance procedure and been educated on your responsibilities?

Y or N 7. Were you reminded that each semester, the student is required to submit detailed course schedule in order to receive an accommodation letter for current semester?

Name _____ Date _____
Student Signature

Witness _____ Date _____
Witness Signature