

SAEO Accommodations

Roles & Responsibilities

For Students, SAEO, and Faculty

Preparing for Classes

Students	SAEO	Faculty
Initiates contact with SAEO to request accommodations	Communicates accommodation process and requirements	Include syllabus statement (from the provost's office) about reasonable accommodations
Completes student intake form from SAEO	Reviews student request and documentation	
Provides documentation of the need for accommodations		
Works with SAEO staff to identify appropriate accommodations	Work with student to identify appropriate accommodations	Use universal design principles when designing course materials

Start of Semester

Student	SAEO	Faculty
Requests accommodation letter each semester from SAEO	Documents accommodations eligibility in an accommodation letter to student and faculty	Confirm receipt of accommodations letters in the Accommodate system
With instructor, discusses accommodations and how they will apply to the particular course.	Delivers accommodations letter via electronic notification to instructors	With student, discuss accommodations and how they will apply to a particular course.
Instructors should not make alterations to course requirements or expectations.		Instructors should not make alterations to course requirements or expectations

During Courses

Student	SAEO	Faculty
Everyone does their part to implement accommodations as agreed for a particular course		
If needed for testing accommodations, contact SAEO to coordinate	Coordinates testing accommodations, if present	Submit tests, instructions, and related materials to SAEO test administrator, when testing accommodations are present
If need arises, approaches instructors or SAEO to seek amendments to accommodations or how they are implemented for a course	If needed, work with student to re-negotiate accommodations and issue a new accommodation letter, if warranted	Engage with student to explore needed adaptations to accommodations in the course