



Section 504 Disability Accommodations: Step-by-Step Guide for Students

Getting Started

1. Request Forms

Contact **Margaretta Narcisse**, Associate Dean of Student Affairs (ADOSA), to request the disability accommodation forms. You may do this at any time during the academic year.

2. Forms Provided

You will receive:

- **Disability Disclosure and Accommodation Intake Form**
- **Accommodation Request Documentation Form**

3. Submit Completed Forms

- Return your completed forms to **ADOSA**.
- A qualified professional (doctor, psychiatrist, learning specialist, etc.) must complete the Documentation Form and include supporting evidence of your disability.

4. Review Process

- Your documentation will be reviewed.
 - If approved, a **Section 504 Plan** will be created.
 - You'll meet with the ADOSA to review and confirm your accommodations.
-

Each Semester

5. Faculty Notification

- Before the semester starts, your instructors will receive an email with your approved accommodations.
- You and your advisor will be copied on the message.
- Faculty must reply to confirm receipt and understanding.
- For privacy, all emails will be sent only through official **@spst.edu** addresses.

6. Mid-Semester Requests

- If accommodations are approved mid-semester, faculty will be informed by email as soon as possible.

7. Talk to Your Professors

- Meet with each professor early in the semester—preferably before classes begin or by the add/drop date.
- Discuss how your accommodations apply to that specific class.

8. Document the Discussion

- Note down what you and your professor agreed on, including deadlines and any flexibility allowed.

- Some disabilities may require flexibility (e.g., for flare-ups or multiple due dates).
- 9. **Follow Up in Writing**
 - Send a follow-up email or keep a written record to confirm what was discussed and agreed upon.

10. **Ongoing Communication**

- You and your professor should continue to plan how accommodations will be applied throughout the semester.
- You may want to schedule regular check-ins if needed.

11. **Support Is Available**

- The Associate Dean of Student Affairs can assist at any point.
- The goal is to ensure fair access while maintaining academic integrity.

12. **For Testing Accommodations**

- Requests for extended time or a quiet test setting must go through your instructor. **The ADOSA** will assist if needed.

Important Student Responsibilities

13. **Notify of Class Changes**

- If you add or drop a class within 30 days of the start date or during the add/drop period, notify the **ADOSA** so faculty can be informed of any changes.