Step 1: Identify Yourself to the Center for Academic Excellence (CAE) and Submit Documentation

- Submit current documentation of a disability directly to the Coordinator of Student Accessibility Services. Questions about documentation guidelines? Please call or email the Coordinator of Student Accessibility Services, information below.
- IEP’s and/or 504 plans from high school are not sufficient documentation to determine disability and eligibility for accommodations.
- Depending upon the condition, documentation more than three years old may be considered too outdated to verify a current disability. Please ask the Coordinator of Student Accessibility Services, or review the condition-specific documentation guidelines on our website.
- Do not assume your high school has forwarded your documentation.
- Be sure to include your contact information.

Step 2: Wait for Eligibility Determination

- All newly submitted documentation is reviewed by the Center for Academic Excellence Services.
- If documentation is insufficient, you will receive a phone call or email describing why and what is needed in order to determine disability status.
- If documentation is sufficient and determines eligibility, you will receive a confirmation email.

Step 3: Make Contact via Phone or Email

- It is the student’s responsibility to connect with the Center for Academic Excellence and discuss the accommodations.
- Typically, students make contact with our office within the first couple of weeks of the semester/term. However, the CAE welcomes connecting with students at any point in order to help with the transition process.
- At this initial contact, the CAE works with students to determine what accommodations are needed and reasonable within the context of the courses they are taking.
- Faculty Notification Forms (“Blue Sheets”) are completed with the student outlining what accommodations the student is requesting and approved for.
- Students provide the name and email addresses of the faculty that they would like to receive “blue sheets”, this must happen every term. The Center for Academic Excellence then emails the faculty person the necessary accommodations directly.

Note: Faculty are under no obligation to accommodate a student until they are supplied with a Faculty Notification form (“Blue Sheets”) generated through the Center for Academic Excellence.

Step 4: Stay in Touch

- The Center for Academic Excellence does not monitor student performance. It is expected that if a student is experiencing personal, academic, and/or accommodation-related difficulties, that they will communicate and seek assistance. I can always be reached via email, phone, and of course by stopping by the CAE.