

# A Student's Guide to Access Services

## Step 1

### •REQUESTING ACCOMMODATIONS

- Student contacts the Access Services Coordinator, Kathy Wilson at 785.594.8352 or kwilson@bakerU.edu.
- Student communicates with Access Services Coordinator to review Policies and Procedures Manual
- Rights and Responsibilities outlined in the Policies and Procedures Manual

## Step 2

### •DOCUMENTATION AND VERIFICATIONS

- Student provides the Access Services Office with documentation and verification forms
- Forms must be from a licensed professional not related to student, current, and state disability and appropriate accommodations

## Step 3

### •ACCOMMODATIONS

- Access Services and student determine reasonable accommodations. Consult with instructor(s) and/or affected administrative area(s) when necessary
- Access Services prepares and provides paperwork stating approved accommodations to instructor(s) and/or affected administrative area(s)
- Accommodations provided
- Grievance policy found in the Access Services Policy and Procedures Manual

## Step 4

### •EVALUATE ACCOMMODATIONS AND FUTURE STEPS

- Student and Access Services evaluate accommodations with input from instructor(s) and/or affected administrative area(s)
- Accommodations are reviewed on a semester basis

**ACCESS SERVICES  
STUDENT ACADEMIC SUCCESS  
BAKER UNIVERSITY  
785.594.8352**