

A Student's Guide to Access Services at Baker University

Step 1

•REQUESTING ACCOMMODATIONS

- Student contacts the ADA Compliance Officer, Priscilla Grissom at PGrissom@BakerU.edu or 785.594.8352
- Student meets with Access Services 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 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

**ADA COMPLIANCE
STUDENT ACADEMIC SUCCESS
BAKER UNIVERSITY
COLLINS LIBRARY (LOWER LEVEL)
785.594.8352**