

# Accommodation Process

NOTE: Non-academic and housing accommodation requests are handled differently than the procedure listed below. Students seeking such accommodations must complete the College's Housing Accommodations request form, which is found at [W&J's Residence Life webpage](#). Students should direct non-academic accommodation questions or concerns to [Tyler Kowcheck](#), Director of Residence Life.

## 1. Self-Disclosure or Referral

The College encourages students to self-disclose early in their academic careers to fully access support systems, though students may self-disclose at any time. It is recommended that freshmen disclose the summer before the start of the fall term if possible.

To do so, students must contact the disability services office at 724-223-6008 or [dss@washjeff.edu](mailto:dss@washjeff.edu). Accommodations are not retroactive, so early disclosure is essential. Faculty and staff are encouraged to refer students with suspected disabilities to disability support services.

## 2. Submission of Documentation

Students requesting accommodations from Washington & Jefferson College are required to submit a Disability Self-Disclosure form and supporting documentation to the disability support services office. Students are encouraged to keep copies of this documentation for their own records.

Supporting documentation is required to verify eligibility under applicable state and federal laws and W&J policies. The student is responsible for obtaining necessary documentation. An Individualized Education Plan (IEP) or a 504 Plan is not sufficient documentation. See [Documentation Guidelines](#) for more information.

## 3. Review of Documentation

The disability support services office reviews the documentation.

## 4. Meeting to Discuss Accommodations

The student meets with the disability support services office to discuss the documentation and recommended accommodations.

## 5. Accommodation Preparation

The disability support services office writes a letter of accommodation that includes the list of approved accommodations. The student receives enough copies of this letter to distribute one to each instructor and other individuals as necessary.

## 6. Student and Instructor Meetings (must be scheduled in person and outside of class)

The student schedules a meeting with each instructor. This meeting should NOT take place immediately before or after class. The purpose of this meeting is to present the letter of accommodation to the instructor and to discuss the requested accommodations.

Testing accommodations, such as extended time or solitary/low distraction testing, need to be scheduled in advance. This should be discussed at the initial meeting, and students should remind instructors one week prior to an upcoming test that they will be utilizing their testing accommodations.

## 7. Semester Meetings with Disability Support Services Office

The student meets with the disability support services office each semester to reinstate their accommodations.

## Grievance Process

If a student believes that their accommodation needs have not been met, they should speak with the course instructor first to address possible misunderstandings and to seek recourse. If the issue remains unresolved, the student should meet with the Director for Academic Success, who oversees disability support services. The DSS office is located in U. Grant Miller Library on the ground floor. Phone: 724-223-6008. Email: [dss@washjeff.edu](mailto:dss@washjeff.edu). If issue remains unresolved, or if the issue is with the disability support services office, the student should contact Academic Affairs to make an appointment with the Associate Dean. Academic Affairs is located in Thompson Hall, main floor. Phone: 724-223-6006. Email: [academicaffairs@washjeff.edu](mailto:academicaffairs@washjeff.edu).