

Accommodation Request Flowchart @ Davenport University

The student visits “Student Access Forms” on Davenport University’s website.

The student completes the Accommodation Request Form (ARF) and submits the Verification of Disability (VOD) paperwork to a medical professional to be completed.

The student meets with a Student Access Coordinator at their campus to discuss the process and turn in ARF. Forms are forwarded to the Campus Life Coordinator for review.

If there is NOT enough information to make a determination for accommodations requested, the Student Access Coordinator will request additional documentation from the student. Upon receiving necessary documentation from the student, the Student Access Coordinator sends additional documentation to Campus Life Coordinator for reassessment.

The Campus Life Coordinator will review all documentation and create an individualized accommodation plan. The accommodation plan will be communicated back to the student via email from the Student Access Coordinator with two attached forms:

The Individual’s Documentation of Accommodations (IDA)
&
The Provisional Letter of Accommodation (PLA)

Should a student like to adjust accommodations, the student would work with the Student Access Coordinator to do so at this time.

Once reasonable accommodations are agreed upon, the student signs the PLA and returns it to the Student Access Coordinator. Accommodations are then valid and can be used through the expiration date on the IDA (typically one to two years).

The student provides their IDA to each instructor as necessary. Accommodations can be used in any classes that accommodations are .