

Duties and Responsibilities of the Academic Accommodation Liaison:

The Academic Accommodation Liaison is responsible for determining the nature of accommodations in instruction and testing that will be required for a student. In doing so, they are expected to perform the following functions:

1. Meet with the student to discuss his or her request for accommodation.
2. Provide student with copies of or web access to all documentation guidelines and grievance procedures.
3. After student's completion of the Intake Form/Request for Accommodation, review documentation and ensure it meets with the written guidelines and expectations of the Seminary.
4. Consult with student's instructors, when necessary to determine the most appropriate accommodations.
5. Advise the Director of Student Services when they anticipate a difficult determination of appropriate accommodations or experience difficulty coming to agreement with the instructor.
6. Prepare a written Accommodation Plan for the student
7. Meet with the student to discuss and explain the approved accommodations and obtain his or her approval/acceptance of the Accommodation Plan.
8. Write a letter to all faculty from whom the student will be taking classes that semester. Review this letter with the student's Academic Advisor and obtain his or her signature on the letter.
9. Give copies of this letter to the student who will be responsible for delivering the letter to and meeting with each professor individually.
10. Meet with the student upon their request to discuss any concerns or changes to the Accommodation Plan.
11. Contact each of the student's professors at least once during the semester to ensure there are no problems or concerns with implementing the accommodation requests. Meet with faculty at their request throughout the semester to discuss any concerns or changes.
12. Notify the Director of Student Services of any concerns noted or changes requested by either the student or faculty.

Services for Students with Disabilities

13. Ensure the confidentiality of all students' records who have registered for accommodations with the Office of Student Services, including storing records in a secure location and overseeing the sharing of those records with any other department or person not on staff with Student Services.