THE ACCOMMODATION PROCESS FOR STUDENTS

This document provides a framework of the interactive process taken in most cases, but individual cases may vary. If you have any questions or need an accommodation, please contact the designated <u>Section 504 Coordinator</u> or call (713) 500-CALL (2255).

STEP 01

The student must submit a completed Request for Reasonable Accommodation Form to their schools designated Section 504 Coordinator.

504 Coordinators who receive a request for an accommodation must immediately notify the Diversity & Equal Opportunity office.

STEP 02

Documentation of a disability or a closely held religious belief will be required when the need for workplace accommodation is not clearly apparent.

STEP 03

The Diversity & Equal
Opportunity office, the student,
and the student's 504
Coordinator will engage in an
interactive process to determine
appropriate accommodation(s).

STEP 04

The Diversity & Equal
Opportunity office will
document the appropriate
workplace accommodation and
provide a written response to
the student and 504
Coordinator. It is then the
student's responsibility to
provide the accommodation
information to instructors.