How Do I Request Academic Accommodations?

**Step 1:** The student must contact the Center for Academic Development and ask to speak with Dr. Dan Quinlin (316-284-5333 or dquinlin@bethelks.edu) to discuss accommodations.

**Step 2:** The student must provide Dr. Quinlin with the appropriate documentation in support of his/her accommodation requests.

**Step 3:** Once the review of the materials is complete, Dr. Quinlin will contact the student to inform him/her of any accommodations for which s/he was approved. Such accommodations will not be initiated automatically, however (see Step 4). If accommodations are denied, Dr. Quinlin will explain why and what can be done to support those interests.

**Step 4:** Within two weeks from the beginning of each semester, the student will inform Dr. Quinlin of the classes s/he is taking so that he can notify the instructors (as requested by the student) to identify specific accommodations, or raise awareness in regards to a condition which may require special consideration. Dr. Quinlin will also ask the student to sign a statement in which the student affirms the specific accommodations requested for the semester.

**Note:** Steps 1-4 may take up to one week to implement after all documentation is received. Therefore, students are encouraged to initiate this process as soon as possible (before the semester begins or within the first two weeks of the semester). The college is not responsible to provide accommodations for any student who has not requested accommodations in a semester. It is the student’s responsibility to provide prompt notice to Dr. Quinlin so that instructors can be notified in a timely manner. Instructors are not obligated to provide any accommodations which are not presented in the notice to faculty.

For example, a student should not assume that he/she can wait to request accommodations until the day of an exam! The college is not responsible to allow a student to take an exam with accommodations, if accommodations were not requested at least one week prior to the exam. A student will not receive any retroactive accommodations on work completed before the approval for accommodations was made.