ACADEMIC ACCOMMODATION PROCEDURES

“SHORT CUTS” FOR STUDENTS

ACCOMMODATION LETTERS

- You may contact Silvia the first couple of weeks of each semester to get your updated letters: shenriss@ashland.edu
- If you want accommodations for a class, you must contact your professor & give them an accommodation letter
- Remember, it is helpful to discuss how you want to use your accommodations throughout the semester with your professors

TESTING IN THE STUDENT ACCESSIBILITY CENTER (SAC)

- Schedule tests at least 3 days ahead of time by contacting Justin Beeman, Testing Coordinator at: jbeeman@ashland.edu, or sending a request to au-sac@ashland.edu. (weekends are not included in the 3-day timeframe)
- You may schedule tests earlier than 3 days ahead - the sooner you get your tests scheduled the better we can provide proctoring services
- If you miss a scheduled test, contact your professor IMMEDIATELY & then contact Justin to reschedule
- Follow the procedures on the Exam Accommodations Agreement (we will renew this agreement each semester)

ALTERNATIVE TEXTBOOKS

If you are eligible for alternate versions of textbooks & want to use this accommodation, purchase the textbook and contact Justin in SAC as soon as you have scheduled for the next semester

*TUTORING*

Complete an online Tutoring Request at the beginning of each semester, or as soon as you know what your course schedule will be for the semester

* IMPORTANT: Tutoring is not considered an accommodation.*

QUESTIONS OR CONCERNS?

If you have any questions or concerns about your accommodations you can direct them to Silvia at:
shenriss@ashland.edu or (419) 289-5904