



Process to Register and Receive Academic Accommodations

New Students

1. The **first step** is to complete the Intake application. For questions, you may contact the Office of Graduate Programs' Student Accessibility Services (SAS-CHS) staff, also known as the Academic Coordinator for Graduate Programs. You may email the Academic Coordinator at sas_chsgrad@okstate.edu or call 918.561.8260.
2. The **second step** is to provide documentation of the disability. We will need either a dated letter from a professional or the actual dated evaluation that states the diagnosis. If the student was on a 504 or IEP in high school, we will accept it if it states the diagnosis.
The following is needed from the doctor (it needs to be on letter head and in a professionally typed letter format - not written on a prescription pad). See the form "What is Documentation" for more specifics on what is required.
 - The credentials of the evaluator(s).
 - Student's Date of Birth.
 - A diagnostic statement identifying the disability.
 - A description of the current functional limitations.
 - The SPECIFIC ACCOMMODATIONS needed for the student to participate in classes.
 - Professional's signature and date.

Documentation can either be emailed to sas_chsgrad@okstate.edu or can be dropped off in person to E-422 Forensics and Biomedical Science Bldg. in a sealed envelope with Attention to: Academic Coordinator for Graduate Programs.

3. After the documentation is received and reviewed, SAS-CHS will email the student that it is time to schedule an Intake appointment; typically within one week. It is the student's responsibility to respond to SAS to schedule the Intake appointment. In order to set up academic accommodations, there will need to be a meeting between the student and the SAS-CHS staff/Academic Coordinator for Graduate Programs.

Students needing academic accommodations will need to complete steps 4 and 5.

4. SAS-CHS/ Academic Coordinator for Graduate Programs will provide the Student Responsibility form. This form will need to be completed and returned by email to sas_chsgrad@okstate.edu.
5. Students **must** be active with SAS-CHS to receive accommodations: Closed Captioning, interpreters, and/or academic/testing.
 - Students must be registered for their courses.
 - Students become active when they request for their Accommodation Letter through the SAS-CHS staff/Academic Coordinator for Graduate Programs

Returning Students:

All returning students will need to complete the following items to remain active with SAS-CHS. Students must be active with SAS-CHS in order to receive accommodations, Closed Captioning, interpreters, and /or academic/testing.

- Students will need to submit the Service Renewal Request for the new Accommodation Letter(s) to the SAS-CHS/Academic Coordinator for Graduate Programs each semester they are wanting to use their accommodations. Letters may take up to three business days to generate and are ideally requested prior to the start of the semester.