Student Accommodations Request

Initiate Request

- Log into Workday and access the Academics App
- Navigate to the Student Accommodations option on the right-hand side and select **Request** Student Accommodations
- Type "Student Accommodations" as request type and hit **OK**
- Complete the questionnaire and attach:
 - o required supporting documentation for approval
 - o required signed copy of the Release of Information form

Most Used Apps View All		c	Academic Records	
			View My Courses	
Academics			View My Grades	
			View My Academic Record	
rinances			Find Course Sections - Electives	
Favorites		C	Transcripts	
A			Request Enrollment Verification	2
Pay Pay			Request Official Transcript	2
Create Request			Request Unofficial Transcript	
		C	Student Records Change Requests	
Request Type * Search	:=]		Request to Add/Drop/Withdrawal from a Course	
hequest type			Request Leave of Absence	
< <mark>_ All</mark>			Request Program Withdrawal	
BIOS Research	Opportunities		Academic Records Request	
International St	udent Funding	G	FERPA	
PsyD Advanced	l Standing		Change My Privacy Settings	
C Request Additio	onal Unsub Loan		Submit FERPA Authorization	
Request Alterna	ative Loan		Student Accommodations	
Request to Redu Disbursed Loan	uce Previously		Request Student Accommodations	
Student Accom	modation			

Request Approval Process

- The request will then be sent to the Disability Services Coordinator and the VP of Enrollment and Student Services for approvals
- If any additional information is needed for this request those offices will send back the request for you to update your questionnaire answers or upload additional documents
 - You will receive an inbox item in your Workday inbox to make any adjustments to your request and/or upload new documents when it is sent back
 - Comments will be listed at the bottom of the request to view why the request was sent back
- After your request has been reviewed and closed you will receive notification of the status of your request and instructions to find your student accommodations letter saved to your student documents in Workday