

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:
 - required supporting documentation for approval
 - required signed copy of the Release of Information form

The image displays two screenshots from the Workday Academics app. The left screenshot shows the 'Most Used Apps' section with 'Academics' highlighted by a black box. Below this is a purple 'Create Request' button. A dropdown menu for 'Request Type' is open, with 'Student Accommodation' highlighted in yellow. The right screenshot shows the 'Academic Records' menu with 'Student Accommodations' highlighted by a black box, and the 'Request Student Accommodations' option highlighted in yellow.

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