

Academic Accommodation Request Workflow  
for Students with Disabilities  
Student's Quick Guide

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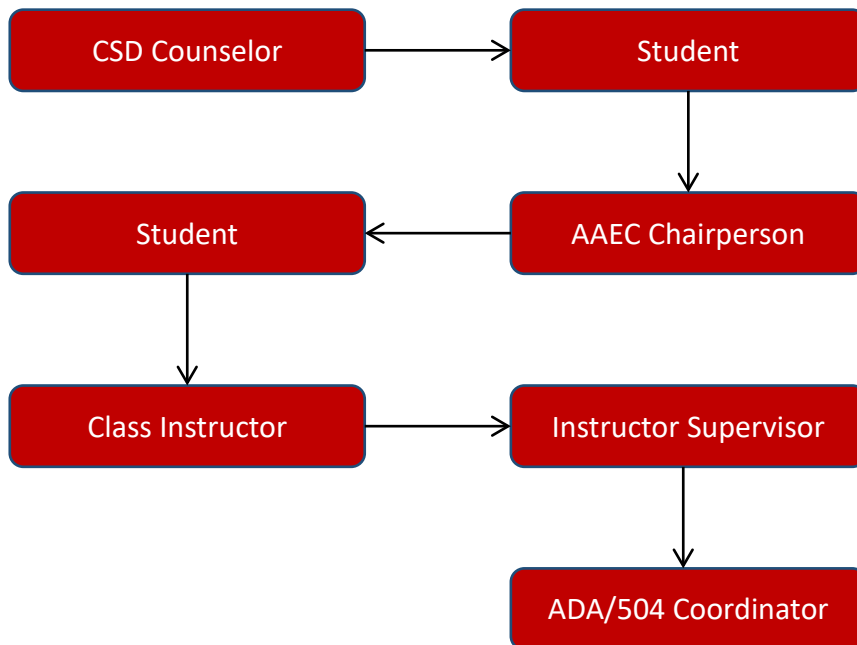
# UNDERSTANDING ACADEMIC ACCOMMODATION REQUEST WORKFLOW

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The Academic Accommodation Request Workflow was developed to better coordinate academic accommodations between students, instructors, the Center for Students with DisABILITIES (CSD), and Equal Opportunity Services (EOS). The application automates the process of informing instructors of student accommodations and promotes adherence to the [Student Academic Adjustments /Auxiliary Aids Policy](#).

## WORKFLOW OVERVIEW

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## WORKFLOW DETAIL

### 1. CSD Counselor – Submit Request

During the intake meeting, you and your CSD counselor will develop your accommodation form. You will also review your accommodation form in that meeting.

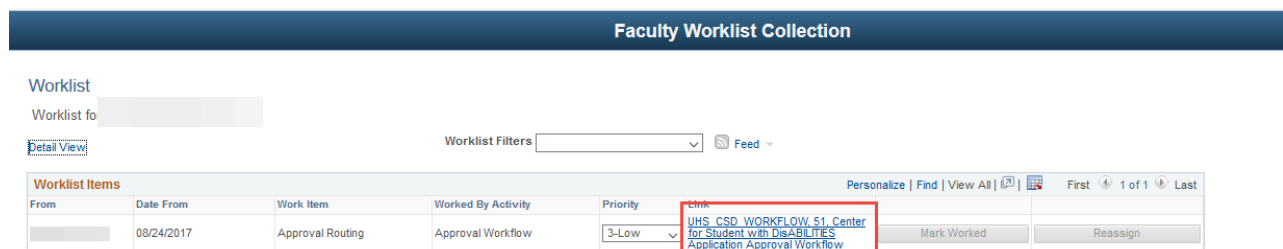
### 2. Student Approval (during your meeting with your CSD Counselor)

To see your accommodation form, login to **AccessUH** and click on the **MyUH Self Service**. The following screen will appear:



Click on the **Worklist** tile. Then click on either **Worklist** or **Worklist detail**.

The list will contain a link to your form. Click on the link in the **Worklist**:



You must Submit/Approve the recommended accommodations by clicking on either **Confirm** or **Decline**. If confirmed, the submitted form will be routed to the **Academic Accommodations Evaluation Committee (AAEC) Chairperson**.

**Worklist**

Worklist Details

**Request Details**

ID: [redacted]      Institution: 00730      Request ID: 1      Request Date: 08/24/2017

**Academic Accommodation Form**

**University of Houston  
Center for Student with DisABILITIES  
AAAA Form**

This form is to be used pursuant to the University of Houston System's Student Academic Adjustments/Auxiliary Aids Policy. The information contained on this form is confidential and should not be disclosed to any third party without the written permission of the student. This form substantiates that the student has presented the necessary documentation to the components institution's student disability services center to verify his/her disability. Any questions or concerns regarding this form or the referenced academic adjustment/auxiliary aid may be discussed with the components institution's student disability services center.

Academic Adjustment(s)/Auxiliary Aid(s) to be effective from 08/23/2017 to 09/19/2017

**Student Restrictions/Limitations**

Restriction Code: L0900      Math fluency

**Student Accommodations**

Accommodation Code: A0008      Reader for exams      Status: Pending

**Approval Details**

Name	Action Taken	Transaction Date/Time
[redacted]	Submit	08/24/2017 2:53PM

**Submit/Approve Request**

Confirm
Decline

If you decline the accommodation form, the form will not be sent forward. Contact your CSD counselor to create a new form.

### 3. AAEC Chairperson Approval

The AAEC chairperson will review your accommodation form.

AAEC Chairperson Approval Page

If approved, you will receive another e-mail. The accommodation form is routed back to you for your acknowledgement. You will receive an e-mail if your form is approved.

You may log back into **AccessUH** → **MyUH Self Service** and click on the **Worklist** tile. Click on **WorkList** or **Worklist detail**. Click on the link to your form and **Confirm** you receipt of the approved form. If your form is denied, please contact your CSD counselor.

Approval Step	Name	Action Taken	Transaction Date/Time
Submission		Submit	03/04/2016 3:18PM
Student Acknowledgement		Approve	03/04/2016 3:21PM
AAEC Approval		Approve	03/04/2016 3:24PM

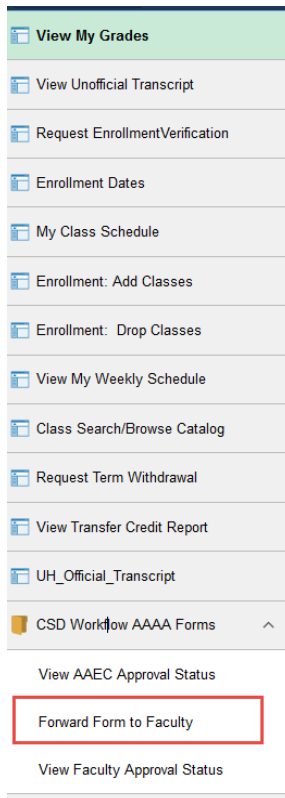
Student Acknowledgement Page

#### 4. Informing Your Instructors

Log back in through **AccessUH** → **MyUH Self Service**. Select the **Academic Records** tile.



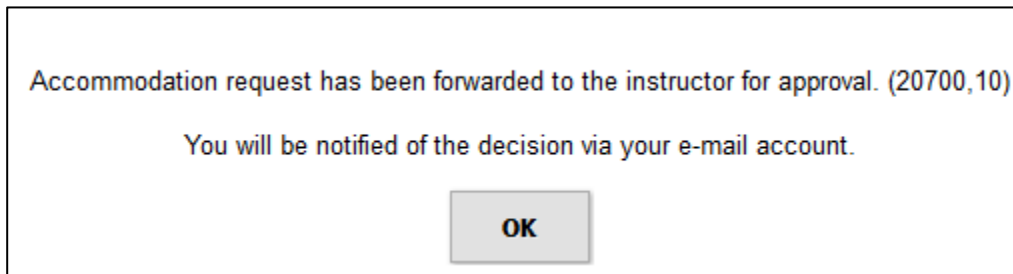
From the menu that appears, select the **CSD Workflow AAAA Forms** → **Forward Form to Faculty** menu option.







After you forward your request and select your accommodations, you will receive the following acknowledgement:

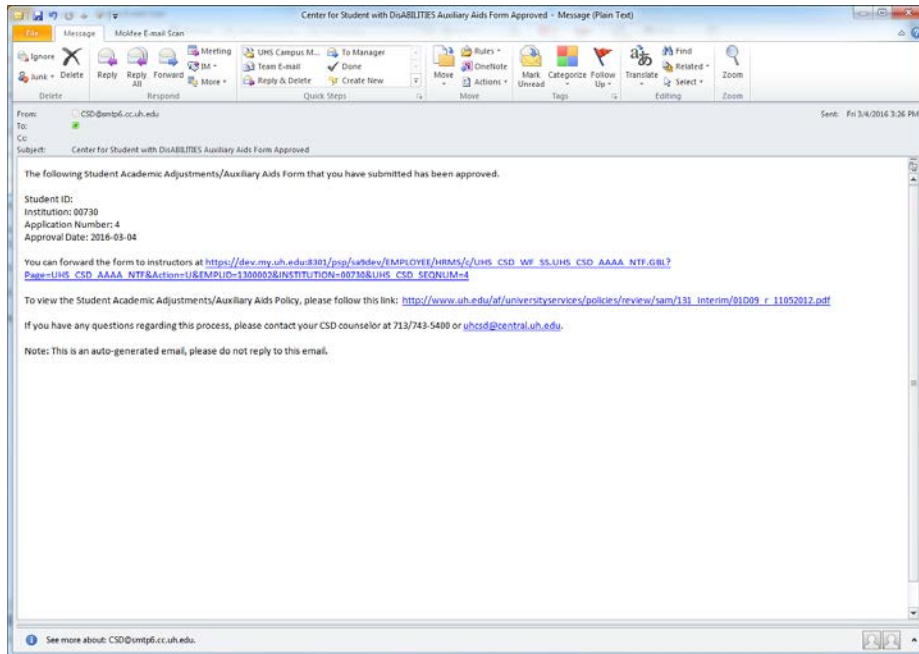


View the [Student Academic Adjustments/Auxiliary Aids Policy](#).

If you have any questions regarding this process, please contact your CSD counselor at 713-743-5400 or via e-mail.

## 5. Student Email Notification – Final Approval

You will receive an email notifying you when each of your instructor(s) approves your accommodation form, with a link to view the accommodations approval page.



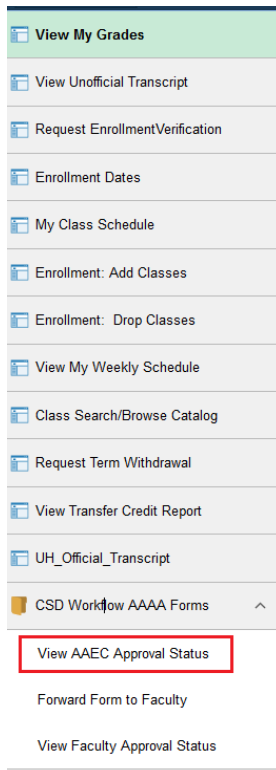
If you are notified that any accommodation(s) have been denied, contact your CSD counselor.

## 6. Informing Your Instructors

Log back in through **AccessUH** → **MyUH Self Service**. Select the **Academic Records** tile.



From the menu that appears, select the **CSD Workflow AAAA Forms** → **View AAEC Approval Status** menu option.



A Search screen will appear.

**AAAA Form - AAEC Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

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▼ Search Criteria

ID begins with

Academic Institution begins with

Request ID =

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Just hit **Enter**. Either your form will display itself or a list of your forms will pop up, if you have more than one:

Request Details			
Student ID:	Institution: 00730	Request ID: 4	Request Date: 03/04/2016

Academic Accommodation Form			
<b>University of Houston Center for Student with DISABILITIES AAAA Form</b>			
This form is to be used pursuant to the University of Houston System's Student Academic Adjustments/Auxiliary Aids Policy. The information contained on this form is confidential and should not be disclosed to any third party without the written permission of the student. This form substantiates that the student has presented the necessary documentation to the components institution's student disability services center to verify his/her disability. Any questions or concerns regarding this form or the referenced academic adjustment/auxiliary aid may be discussed with the components institution's student disability services center.			
Academic Adjustment(s)/Auxiliary Aid(s) to be effective from	09/14/2015	to	09/14/2016
Student Restrictions/Limitations			
Restriction Code: R001	In attention and concentration		
Student Accommodations			
Accommodation Code: A001	Priority seating in classroom	Status:	Approved
Accommodation Code: B002	Breaks as needed	Status:	Approved
Accommodation Code: C001	Recording device in classroom	Status:	Approved
Approval Details			
Approval Step	Name	Action Taken	Transaction Date/Time
Submission		Submit	03/04/2016 3:18PM
Student Acknowledgement		Approve	03/04/2016 3:21PM
AAEC Approval		Approve	03/04/2016 3:23PM
Student Acknowledgement		Approve	03/04/2016 3:28PM