



Academic Accommodation Process

Submit current documentation of a learning disability (LD) or ADHD to the ACE Assistant Director of Access Services, according to Bryant's Guidelines for Documentation of Specific Learning Disabilities or Guidelines for Documentation of ADHD. Please keep a personal copy of all testing and documentation. Verify receipt of your submission.

Schedule an appointment with the Assistant Director of Access Services at the start of each semester to request specific academic accommodations for each course. It is the student's responsibility to initiate all appointments and requests for accommodations each semester since specific academic accommodations are approved on a case-by-case basis for the current semester. Please come to the ACE front desk or call 401-232-6746 to schedule.

During the initial appointment:

- Complete an intake form
- Submit hard copy of a detailed course schedule for the current semester
- Complete an Academic Accommodations Master Form for the current semester
- Request forms for alternate format of print materials, as needed
- Discuss responsibilities and recommendations for accommodations and services

Based on the Academic Accommodations Master Form, the Assistant Director of Access Services sends a memo to each faculty member listing relevant academic accommodations. The memo does not implement any accommodations.

Students meet with each faculty member to discuss the practical arrangements for each specific academic accommodation within five (5) *days* of signing the Academic Accommodations Master Form. Email and/or phone contact are not sufficient. Please note that faculty will not provide accommodations unless the student initiates this meeting and follows through on all arrangements and time frames.

Students schedule follow-up appointments with the Assistant Director of Access Services throughout the semester as needed.



Bryant University

Bryant University's Academic Center for Excellence (ACE) provides academic accommodations for students with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADAAA of 2008.

Although Bryant University does not have a specialized program for students with disabilities, a wide range of academic support services are available to all Bryant students through ACE. Arranging these services and appointments with Access Services are the student's responsibility.

Please direct questions to:

Marie Saddlemire, Ph.D.

Assistant Director of Access Services

Bryant University / Academic Center for Excellence

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