

# Steps for ADA Accessibility Accommodations and Academic Adjustments

(Student Requests)

Rev. 8.29.22



**Student**  
*(verbally, through email, formally, or informally)*

**Student**

1. Student completes Intake Form (*via Microsoft Forms or hard copy emailed to [access@fmuniv.edu](mailto:access@fmuniv.edu)*)
2. Student emails or delivers supporting documentation, to [access@fmuniv.edu](mailto:access@fmuniv.edu) or Accessibility Coordinator

Use QR code below to go to website with links to the intake form and specific documentation requirements:



**ADA Accessibility Coordinator**

- Reviews intake form (request) and documentation
- If approved, issues two forms which include **the approved accommodations** and must be signed by the student and returned to the Accessibility Coordinator:
  1. An “**Academic Adjustments Agreement**” [AAA]
  2. An “**N4A**” (**Notification of Approved ADA Academic Adjustments**)

**Student**

1. Student signs AAA and N4A forms and return to Accessibility Coordinator.
2. Student keeps AAA on file (*does not distribute*)
3. **Student makes copies of the N4A and delivers to instructors, Housing/ Residential Life, etc. to inform them of the approved accommodations.** This *starts* the conversation of what accommodations could be possible, reasonable, and helpful, assuming they “don’t fundamentally alter the nature of the service, program, or activity; or give rise to an undue financial or administrative burden.”

**Student, Instructor, or Staff**  
may contact the ADA Accessibility Coordinator for assistance at [access@fmuniv.edu](mailto:access@fmuniv.edu)