

Academic Accommodations Steps

1. You are required to Read ALL (11) SECTIONS of the HBU Academic Accommodations website: www.hbu.edu/504Accommodations. The 11 sections are in orange on the left hand side of the main Academic Accommodations web page and include: Policy for Accommodations; Steps to Receive Accommodations; Possible Section 504 Classroom Accommodations; Campus Living Accommodations; Campus Access Accommodations; Learning Disabilities; ADD and ADHD; Psychological Disabilities; Physical and Other Medical Condition Disabilities; Counseling Resources and Contact.
2. When you have completed reading all sections of the HBU Academic Accommodations website, **Print** out the **Application for Services and Acknowledgment Form** (PDF document) from the Academic Accommodations website, and **sign and date** both forms.
3. Check your documentation to see if it meets the criteria listed on this website for your specific disability.
4. Request an appointment by e-mail (504@hbu.edu) with the Disabilities Services Director to deliver your **DISABILITY DOCUMENTATION** and the completed Application for Services and Acknowledgment Forms. **Documentation that is sent via fax or email will not be accepted.** If you need to have it mailed, please make sure it is addressed clearly with the specific contact information below and marked as **CONFIDENTIAL**.

Houston Baptist University
7502 Fondren Road
504 Disabilities Services Office
Houston, Texas 77074

The Disability Services Director will review and determine whether it meets documentation criteria. Unless discussed otherwise, you will be contacted after the documentation has been received and reviewed to let you know whether it meets criteria or additional information is needed.

5. Once the documentation has been reviewed and approved and you have read the HBU Accommodations website, you will need to meet again with the Disability Services Director for another appointment to review and finalize the accommodations. Make sure you bring a copy of your Detailed Schedule from HuskyNet (it will show title/name of class and name of professor) You will also need to complete the Consent for the Release of Confidential Information Form and discuss the contents during the meeting with the Disability Services Director.
6. **Students Who Have Previously Received Accommodations at HBU:** Academic accommodations must be applied for **in person** and written **each semester**. You should contact the [Disability Services Director](mailto:504@hbu.edu) (504@hbu.edu) to request an appointment at the beginning of each semester to review and discuss accommodations for that semester. Students will also need to **bring a current copy of their detailed class schedule and new Acknowledgment Form** to this appointment and update Student Information Form if needed. You can schedule appointments with the Disability Services Director, use the contact email address to do so (504@hbu.edu)
7. When you are approved for accommodations, the Disability Services Director will write a **Letter of Accommodation to your instructors** for that semester stating that you have a documented disability (specific diagnosis or disability is not specified) which requires specific accommodations listed in the letter. The letters are stamped “confidential,” placed in sealed envelopes stamped “confidential,” and sent to instructors of record, usually within 48 hours after the appointment. Students are then to stop by the Director's office to pick up their own copy of the accommodation letters.