Student Disability Services Accommodations Flow Chart

The following describes the process in the flow chart image above. Faculty receives an official notification letter from SDS office. They can [learn how to read an Accommodations Letter](https://accessibility.kennesaw.edu/basic_accessibility_solutions/how_to_read_your_accommodation_letter.php). The student will contact the faculty member regarding accommodations. In addition, the faculty member can proactively reach out to request a meeting with the student.

If communication does not occur, then the process terminates, and **the accommodations are not implemented**.

If communication occurs, both can read more about the [rights and responsibilities of faculty and student](https://www.kennesaw.edu/dean-of-students/sds/policies-procedures/rights-responsibilities.php). The student will decide whether to use their accommodations or not.

If the student does not want to use their accommodations for the course, then the process terminates, and the **accommodations are not implemented**.

If the student decides to use their accommodations, then the faculty member will need to apply the accommodations to the course.

If the faculty member does not need assistance then the process terminates when the **accommodations are successfully implemented**.

If the faculty member refuses to implement reasonable accommodations, the student can contact **Student Disability Services (SDS) or the Designated Department Chair for mediation or resolution**.

If the faculty member is unsure of how to implement reasonable accommodations or needs access to resources, they can explore the following resources:

* [SDS Faculty Resources](https://www.kennesaw.edu/dean-of-students/sds/faculty-resources/index.php)
* [Basic Accessibility Solutions](https://accessibility.kennesaw.edu/basic_accessibility_solutions/index.php)
* [Advanced Accessibility Solutions](https://accessibility.kennesaw.edu/advanced_accessibility_solutions/index.php)
* [See available self-paced and instructor-led trainings](https://accessibility.kennesaw.edu/advanced_accessibility_solutions/accessibility_training.php)

If these resources help them acquire the knowledge they need to implement reasonable accommodations, then the process terminates when the **accommodations are successfully implemented**.

If the faculty member is still unsure of how to implement reasonable accommodations, they can [contact SDS to schedule an informational meeting](https://www.kennesaw.edu/dean-of-students/sds/contact.php) or [schedule accessibility help with Digital Learning Innovations (online courses)](https://accessibility.kennesaw.edu/get_accessibility_help/accessibility_help.php). If these resources help them acquire the knowledge they need to implement reasonable accommodations, then the process terminates when the **accommodations are successfully implemented**.