



# ACCOMMODATION PROCESS

Last updated 6.30.22

All Verto participants who qualify for and require accommodations will need to do the following:

1. If participants are in need of academic accommodations they must do the following:
  - a. Apply for services through their Academic Provider ([University of New Haven Step by Step Guide](#))
  - b. Submit supporting disability documentation to their Academic Provider
  - c. Schedule an intake meeting with their Academic Provider
2. Participants will complete the intake meeting with a accessibility resources staff member from their Academic Provider
3. Academic Provider accessible resource staff will send letters of accommodations directly to participants and to Verto's Dean of Students. The Dean of Students or designee will send participants a follow up communication that lists/verifies their accommodations.
4. Participants will then be responsible for sharing documentation and meeting 1:1 with their Academic Success Coordinator (ASC) and each of their instructors.
5. Throughout the semester, participants will be expected to connect with their ASC, instructors and/or the Dean of Students to discuss any questions or concerns regarding accommodations. Participants will also be expected to remind instructors about their required accommodations as needed (i.e. ahead of major assignments and tests, etc.).

Note: Participants can apply for accommodations at any time. However, this process will take time and accommodations cannot be applied retroactively (to past assignments or other course requirements).