

Student Disability Services

Tarleton Central Texas Protocol

1. Students requesting academic accommodations will submit documentation to the Office of Student Disability Services in Stephenville supporting the request.
2. Students will arrange for an interview with both the Director of Student Disability Services and the *Student Services Representative* to complete paperwork, discuss the request, and identify potential resources.
3. The Student Disability Services Advisory Committee (which is comprised of faculty and professional staff, including representation for TCT) will review requests for accommodations and will make recommendations to the Director, who will make decisions regarding requests.
4. Students will be notified of the decision by Student Disability Services.
5. Students will request accommodation letters for each class (see www.tarleton.edu/~sds for forms).
6. Student Disability Services will generate letters, which will then be emailed to the *Assistant Director of Student Services*.
7. Students are responsible for retrieving letters from the *Student Services Representative* and delivering them to their instructors.