

Requesting Academic Accommodations

Disability is a valued diversity at the University of Maine at Machias. SAS collaborates with students and the campus community to discuss reasonable accommodations which creates a more equitable, inclusive, and diverse learning environment. With this view in mind students are encouraged to complete the following steps to request reasonable accommodations which includes completing an information form and sending documentation to our office. We recognize that there are some instances in which documentation may vary in a variety of ways, if you are concerned that you cannot provide documentation to our office prior to your initial meeting please reach out our office staff to discuss your concerns.

Process for Requesting Accommodations From Student Accessibility Services (SAS)

(Step 1) Student provides documentation of disability according to SAS guidelines.

- One of the following documentation forms should be presented to the student's physician/psychologist for completion. You may need to sign a release form and provide it to your clinician prior to having him or her send the documentation to us [Authorization to Release and Exchange Information Form \(PDF\)](#).
- Forms are also available by calling, emailing, or stopping by the SAS office in Torrey Hall.

Click on the form below associated with your disability to download a copy of the guidelines for Documentation of Disability

- [Documentation Guidelines for a Learning Disability \(PDF\)](#)
- [Documentation Guidelines for ADD / ADHD \(PDF\)](#)
- [Documentation Guidelines for Psychological Disorders \(PDF\)](#)
- [Documentation Guidelines for Physical or Chronic Health Related Disabilities \(PDF\)](#)
- [Documentation Guidelines for all other disabilities \(PDF\)](#)

(Step 2) Student makes appointment to meet with the Student Accessibility Services Professional Staff by calling, emailing, or stopping by the SAS office.

(Step 3) Student completes a [SAS Information Form](#) and submits it to SAS. Forms are also available by calling, emailing, or stopping by the SAS office.

(Step 4) Student meets with the Student Accessibility Services Professional Staff to discuss accommodation process and determine appropriate accommodations.

- Once accommodations are determined students need only complete the Accommodation Request Form each semester and need not meet with SAS Professional Staff unless accommodation changes are being requested.

(Step 5) Student requests accommodation and fills out the Accommodation Request Form online with a SAS staff member. Forms are also available by emailing ummdisability@maine.edu.

(Step 6) SAS Office prepares the letter of accommodation and emails the student a PDF copy of the letter from SAS or the student can request that the SAS office send the letter to faculty and copy the student into the email.

(Step 7) For live classes, the student delivers the letter to faculty and discusses their accommodations with the instructor.

COVID-19 Specific accommodations: Students who need to request accommodations specific to COVID-19, including but not limited to accommodations related to wearing a face covering, because of a medical condition or other disability are asked to go through the regular accommodation request process. We have developed a specific [UMaine at Machias SAS COVID-19 Documentation Form](#) that students can give their doctor or other appropriate clinicians to get documentation of disability and accommodation needs related to COVID-19.

For additional information contact:

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