

Academic Accommodations Guidance for Students & Faculty

Accommodations are available through Emory's [Department of Accessibility Services \(DAS\)](#).

Use this flyer to learn about the process and connect with the right resources to support student success.

Step 1 Request Accommodations

- A student can initiate the [registration process](#) with DAS at any time if they require an accommodation.
- A student must submit [required documentation](#) from a licensed medical professional to DAS.

Step 2 Review Process

- A DAS Accommodation Specialist is assigned to a student case within 24-72 hrs of receiving materials.
- Once a request is assigned, a DAS Accommodation Specialist will reach out to schedule a meeting that typically occurs within 5-15 business days.

Step 3 Implement Accommodations

- Each term, students must request a new, semester-specific accommodation letter. Once requested, the system automatically sends the letter to the instructor(s) the student selects. Students are invited to share the letter with others in their academic support circle, such as their DGS.
- The student and each faculty member should review accommodations together. Reasonable modifications may be necessary and should be discussed with DAS.
- Certain accommodations, such as [flexibility with attendance](#), require an additional form for each course.

Step 4 Address Concerns

Anyone with accommodation concerns should consult DAS or the [LGS Student Affairs Team](#) ASAP.

Important Points

- Students are strongly encouraged to share accommodation needs with faculty and others who have direct or indirect involvement in their academic success and/or implementing their accommodation plan.
- DGS/PD/PAs cannot notify instructors of student accommodations. Only instructors of record receive the official accommodation letters, so if a course has multiple or rotating instructors, the student may need to connect with more than one instructor.
- All faculty should include a syllabus statement for all courses. Disability information must remain confidential. Any information a student with an accommodation shares should be used solely and specifically for arranging reasonable accommodations for the course of study. All communications between instructor and student regarding accommodations must remain private.

Student Affairs Team

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