



HOW TO REQUEST ACCOMMODATIONS FOR CLASSES AT THE MUSEUM SCHOOL

1. Fill out and submit the confidential Disabilities Survey to Academic Affairs. Unless your situation changes, this only needs to be done once. The survey is located under the For New Students tab at www.smfa.org, and on mySMFA under Forms.
2. Schedule an introductory appointment with Susan Lush, Associate Dean of Academic Affairs, Undergraduate Programs to discuss your particular needs. If you have not already submitted a copy of your documentation, you should bring this to the appointment. This initial meeting can be scheduled prior to your enrollment at the School.
3. Attend your first classes and obtain class syllabi.
4. Schedule a brief appointment to discuss which accommodations you need for the semester. Note that steps 2 and 4 can be scheduled together.
IMPORTANT: Accommodations must be arranged for each course separately each semester. Course requirements vary and we will not automatically know what help you need unless you ask. Requests must be made early in the semester. Last-minute requests may be impossible to arrange.
5. After determining reasonable accommodations for your courses, you may either meet with faculty directly to discuss your needs, or the appropriate administrator may notify faculty of the requests with your permission (or both).
6. Faculty members are not required to alter the basic requirements of their courses. That said, some are willing to offer alternative assignments (i.e. doing an art project rather than writing a paper). This is up to the faculty and is not appropriate in some cases. For example, writing courses will always include writing assignments.

It is important to note that faculty members are never notified of your disability without your permission, and such permission must be obtained each semester for each course.