

**Student Request for Reasonable Accommodation**

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program/Class/Event: \_\_\_\_\_ Date \_\_\_\_\_

For more information about Southeast Community College's Services for Students with Disabilities or to download a PDF copy of this form, please visit <http://www.southeast.edu/discover/diversity/guidelines/ReasAccom.aspx>

**INSTRUCTIONS:**

This form is to be completed by the student (or student's representative) making a request for reasonable accommodations.

Please do the following:

- Complete the questions below
- Attach the requested documentation
- Sign and date this request
- Return the form to the Career Advising Center

**TO QUALIFY FOR ACCOMMODATION:**

To qualify for accommodation under the Americans with Disabilities Act (ADA), an individual must be a person who has a physical or mental impairment that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for oneself, learning, or working. An individual with a disability must also be able to meet the requisite technical and academic standards, considered "otherwise qualified," to be admitted to the SCC programs of study.

**NATURE OF THE REQUEST:**

1. *In your own words*, describe your physical, mental, or learning disability.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. (a) How does your disability affect your ability to interact in a classroom setting?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) How does your disability interfere with your ability to successfully complete assignments, projects or exams?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What accommodations will you need to perform successfully in the classroom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

## DOCUMENTATION OF DISABILITY:

"A student requesting reasonable accommodation(s) is responsible for providing documentation that clearly identifies the disability and provides sufficient information regarding the manifestations of this disability to permit the institution to make a determination as to whether the requested adjustments are appropriate."<sup>1</sup>

### Examples of Acceptable Documentation of Disabilities:

DISABILITY	DOCUMENTATION (CURRENT WITHIN PAST 3-5 YEARS)
Health Disability	Physician's Verification and Diagnosis (documentation within past 3-5 years)
Orthopedic Disability	Physician's Verification and Diagnosis (documentation within past 3-5 years)
Visual Disability	Ocular report from Qualified Health Care Provider (documentation within past 3-5 years)
Hearing Disability	Audiology report from Qualified Health Care Provider (documentation within past 3-5 years)
Psychiatric Disability	Qualified Mental Health Professional's certification and diagnosis preferably within the last year (documentation within past 3-5 years)
Learning Disability	<ol style="list-style-type: none"> <li>1. Diagnosis by a qualified professional preferably within the last three (3) years.</li> <li>2. Assessment information, including: <b>Diagnostic Interview</b>; <b>Intellectual Assessment</b> (use of adult norms is preferred); <b>Academic Achievement Levels</b>; <b>Standard Scores or Percentiles</b> should be reported for all normal measures; <b>Specific Diagnosis</b>; <b>Clinical Summary</b> indicating <i>substantial limitations to learning or other major life activities</i>; and <b>Prior Accommodations</b> used</li> <li>3. Recommendation and rationale for accommodations</li> </ol> <p><b>NOTE: A school plan such as an Individualized Education Program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. Sufficient documentation is typically included in the Multidisciplinary Team Report (MDT) or a Psychological Evaluation</b></p>
Attention Deficit Disorder	<ol style="list-style-type: none"> <li>1. Provision by a qualified professional within the past three (3) years</li> <li>2. Historical record</li> <li>3. Assessment information, including: <b>Evidence of early impairment</b> which, by definition in the Diagnostic and Statistical Manual of Mental Disorders (4th Edition) (DSM-IV) is first exhibited in childhood and manifests itself in more than one setting; <b>Diagnostic Interview</b>; <b>Relevant testing</b> using reliable, valid, standardized, and age-appropriate (usually adult) assessments and norms, number of applicable DSM-IV criteria and descriptions of how they impair the individual, specific diagnosis; and <b>Effect of Medications</b> on symptoms</li> <li>4. Clinical summary including how the effects of ADD/ADHD are mediated by the recommended accommodations</li> </ol>

<sup>1</sup>Haywood, Lawton and Associates, Eds. (1991). Documenting the need for reasonable accommodation. Disability Accommodations Digest 1(3), 3.

#### Equal Opportunity/Nondiscrimination

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

#### Declaración de política sobre equidad/antidiscriminación

La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu. (April 2009)