

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 <https://www.southeast.edu/ReasonableAccommodations/>

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/Assessment Office

TO QUALIFY FOR ACCOMMODATION:

An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA does not specifically name all of the impairments that are covered. An individual with a disability must also be able to meet the requisite technical and academic standards to be 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?

Signature of student or student's representative

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.”

Guidelines for Acceptable Documentation of Disabilities:

Documentation of Disability:

A student requesting reasonable accommodations is responsible for providing documentation from a qualified professional that clearly identifies the student's disability(ies). In some instances, additional information from a qualified professional beyond the documentation initially provided may be required or requested in order to fully process the student's request for accommodations.

Examples of acceptable documentation may include but are not limited to:

- A statement of disability from a qualified Physician, Psychologist, Psychiatrist, Mental Health Professional or Health Care Provider.
- A copy of the Multi-Disciplinary Team Report (MDT) for students who were on an Individualized Education Program (IEP) or 504 plan in high school.
- A copy of a recent clinical, educational or psychological examination or evaluation.

For some instances, more information may be required and/or requested to assist in processing a request for accommodations.

Examples of additional information that may be required and/or requested in order to process the student request for accommodations may include but are not limited to:

- A copy of a student's Individualized Education Program (IEP), 504 plan or Summary of Performance (SOP) plan.
- A copy of relevant clinical, educational or psychological evaluation scores or academic score reports.
- A clinical summary from a qualified professional.
- A statement from a qualified professional attesting to the effect of a disability on a student or certain medications taken to address a disability.

Instances where documentation of disability may NOT be required include those where a disability is apparent, easily observable and obvious.

Examples where documentation beyond observation may not be required may include but are not limited to:

- Use of a wheelchair.
- Use of a sign-language interpreter.
- Observance of assistive devices for a student who is blind/visually impaired.

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.