



Accommodations/Disability Support

Colleges are required to treat students with disabilities as equals to students without disabilities according to the law. This means if you have a health condition that affects your daily living, the College will work with you to ensure your disability related needs are met in the classroom and in student housing. You must notify the College immediately of the accommodations needed because of the disability. Along with your request for accommodations, please complete the attached documentation from the appropriate medical professional such as your doctor, psychologist or other qualified diagnostician. The documentation should provide enough information for the College to determine what is a reasonable accommodation or academic adjustment. Accommodations for on campus housing must be submitted by May 1 for fall enrollment and October 1 for spring enrollment, and is based on availability.

For example, you may provide your most recent IEP and/or Section 504 Plan as well as your most recent evaluations. However, if the plan is dated more than three (3) years old from the date you are submitting your request, the College will require a new evaluation. If you are eligible for services through your state's vocational rehabilitation program, you may qualify for an evaluation at no cost to you, see <http://askjan.org/cgi-win/typequery.exe?902> to locate your state vocational rehabilitation program.

Below are some examples of accommodations and academic adjustments that may be requested. This is not an exclusive list, please inform the College if you need an accommodation that is not listed.



Additional time for tests. This may be helpful if you have difficulty writing, learning disabilities, or other condition that interferes with testing performance.



Permission to record lectures or have a note taker. This may be helpful if you have a learning disability or physical impairment that makes typing, writing or hearing difficult.



Permission to have a personal care assistant. This may be helpful if you need assistance transferring from a wheelchair or need assistance with bathing, dressing or using the facilities.



Modified deadlines, alternative work assignments or excused absences while seeking treatment. This may be helpful if you miss school because of hospitalization or the worsening of your condition keeps you out of school.



Accessibility for the visually impaired or blind. This may be helpful if you require assistive technology in the classroom.

Medical withdrawal or leave of absence. Helpful if you are unable to complete the session or semester of enrollment. <http://catalog.gbc.edu/content.php?catoid=8&navoid=353>

Academic Adjustment Request

In order to better understand my disability-related academic needs, I am providing the College with copies of my most recent IEP and/or Section 504 plan and evaluations. If these documents are more than three (3) years old, updated records must be provided at least five (5) weeks prior to the first scheduled class meeting. Specifically, my disability limits me in:

(taking notes, writing, concentrating, hearing, seeing, etc.)

I am requesting the following accommodations and/or academic adjustments to have full access to my education. In the past, my challenges have been accommodated with:

(note taker, untimed tests, interpreter, alternative formats, etc.)

In addition, I intend to live or am applying to live on campus in the GBC Residence Halls. I need accommodations for my disability in housing as follows:

(permission to have a service animal, to have a personal care attendant present in my room to assist with bathing and dressing, a room located near the exit, etc.)

You may contact me to set up a meeting to discuss my request for accommodations and/or academic adjustments at the following number _____ or by email at _____@_____. I look forward to hearing from you soon!

Sincerely,

_____ (student signature) _____ (today's date)
_____ (printed name) _____ (GBC ID#)

Please return this form to Deb Harbaugh in Financial Aid/Advisement by scanning and emailing to harbaugh@gbc.edu or faxing to 302-998-8631. Thank you!