



**Accommodations/Disability Support**

The law requires colleges to treat students with disabilities and students without disabilities equally. This means if you have a medical 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 any accommodations needed due to a disability. Students requiring the use of service animals are not required to complete the request for accommodation. Along with your request for accommodations, please complete the attached documentation from the appropriate qualified 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. The College suggests submitting an accommodations request for on-campus housing five (5) weeks prior to the start of the next period of 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 prior to 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. To locate your state’s vocational rehabilitation program, see <https://askjan.org/concerns/State-Vocational-Rehabilitation-Agencies.cfm>.

**Academic Adjustment/Accommodations Request Form**

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:

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*(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:

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*(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:

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

*If you require a personal care attendant or animal handler, additional forms are required to be completed and submitted with this document. Additional documentation is required when making an emotional support animal request.*

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#)

*The preferred method for submitting your completed documentation is through Campus Web's Document Submission Portal under the Academics tab. You may drop off your documents in the Financial Aid/Advisement Office in a sealed envelope. The College reserves the right to request updated medical documentation during the student's period of enrollment. Thank you!*