

## Accommodation Request Form

This form should be completed by the student requesting academic accommodation. Attach additional information or documentation as needed. Submit documents to Cindy Trimmier-Lee, Disability Services Coordinator and Student Success Center Manager in Rickman Library 126, or email them to Ctrimmierlee@swu.edu. For questions, call 864-644-5137.

**Please attach your class schedule for the current semester.** Please note that once you are enrolled, all responses will be sent to your SWU email. Students are required to meet with the coordinator during the first week of classes.

### Accommodation Request

Check all that apply:

- ☐ Academic Accommodation
- ☐ Medical Accommodation (*Contact Student Life*)
- ☐ Emotional Support Animal - ESA (*Contact Student Life*)

### Student Information

Full Name: \_\_\_\_\_  
(First) (Middle) (Last)

Student ID: \_\_\_\_\_ Male ☐ Female ☐ Birth Date: \_\_\_\_\_  
(Month) (day) (Year)

Address: \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone: \_\_\_\_\_ SWU Email: \_\_\_\_\_

In which semester do you want accommodations to begin? \_\_\_\_\_

Are you an on-campus (residential or commuter) or online student? \_\_\_\_\_

### Student Disability Information

Have you been diagnosed with a disability? Yes ☐ No ☐

If "Yes", please describe the disability: \_\_\_\_\_  
\_\_\_\_\_

Describe the challenges that you experience in the classroom: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you experience challenges when taking tests/exams?      Yes [ ]      No [ ]

If "Yes", please describe the challenges: \_\_\_\_\_  
\_\_\_\_\_

What accommodations, if any, have you used in the past? \_\_\_\_\_  
\_\_\_\_\_

If taking medication(s), list any side effects to treatment that may be relevant to identifying appropriate accommodation: \_\_\_\_\_  
\_\_\_\_\_

List all medications that are controlled substances, and they must be registered with the Health Services.

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

### **Required Support Documentation**

Application for accommodation services requires submission of:

1. Typed documentation on letterhead from a qualified professional that:
  - States the disability or disabilities.
  - Describes the impact or symptoms of the disability.
  - Discusses the severity and/or expected progression.
  - If appropriate, lists the medication side effects of those currently taken by the student.
2. Current and/or past accommodations, all recommended accommodations and 504, Education Program (IEP)

### **Student Contract of Accommodation**

Student responsibilities that are required of all students receiving academic accommodation:

- Meet with the Disability Services Coordinator to apply for accommodation, update services, and continue them at the university. Schedule by email at [ctrimmierlee@swu.edu](mailto:ctrimmierlee@swu.edu).
- Accommodations must be requested each semester of enrollment, and are not retroactive.
- Requests for extended time to complete classwork that has been published in the syllabus from the start of each semester will be denied.
- Testing guidelines outlined in the course syllabus take precedence and must be adhered to. Approved accommodations do not override the process set by the instructor for requesting exams or grading.
- The university will not provide course materials that violate any laws or certification requirements.
- Students must adhere to the professor's exam schedule and university policy. Accommodations do not override grades or exam schedules.

My signature indicates that I acknowledge and understand my responsibilities as a student receiving academic accommodation at Southern Wesleyan University.

Signature\_\_\_\_\_ Date\_\_\_\_\_

### **Scheduling Tests & Exams**

Tests or Exams must be scheduled **by the student** with the instructor and the Student Success Center Manager at least four (4) days in advance of the exam based on proctor availability.

Procedure:

- Check the availability of test proctoring with the Student Success Center for testing and confirm a date and time at least four (4) days before testing.
- Follow the professor's exam request ( with the required time frame for taking a test).
- Email the confirmed test date and time to the instructor and copy (CC) the Disability Services Coordinator(ctrimmierlee@swu.edu).

If an appointment is not available for test proctoring through the Student Success Center, contact the Disability Services Coordinator at least four (4) days in advance of the test deadline to arrange a time to test.

**All students are also encouraged to speak privately with professors to discuss any issues they may have and receive suggestions on how to work toward success in class.**

The purpose of accommodations under the Americans with Disabilities Act is to provide every student with an equal opportunity to learn and a fair and appropriate assessment of what is learned. Students with disabilities are expected to meet course outcomes at the same level of competence as any other student who earns the same grade. They are also assured of confidentiality in all documentation and educational record matters.

If you have concerns or questions about a student's progress or accommodations in your course, please don't hesitate to contact me. Also, if you haven't done extended time for online assessments before, here are the directions: <https://community.canvaslms.com/docs/DOC-13053-4152276279>

## **VOCATIONAL REHABILITATION**

### **Off-Campus Resources**

#### **Disability-Related Documentation**

Disability-related documentation should provide information on the impact of the disability, allowing for the identification of appropriate accommodations. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation include healthcare providers, psychologists, diagnosticians, and information from a previous school (e.g., accommodation agreements or letters, 504 plans, Individualized Education Programs (IEPs), and Summaries of Performance (SOPs)).

#### **Suggested Documentation Elements**

- Typed on letterhead, dated, and signed by a qualified professional
- State the disability or disabilities

- Describe the impact or symptoms of the disability
- If appropriate, discuss the severity and/or expected progression
- If appropriate, list medication side effects
- Current and/or past accommodations
- Any recommended accommodations

### **When and How to Submit Documentation**

All relevant information provided in the documentation and personal interviews will be considered.

Documentation will be reviewed on an individual, case-by-case basis. Please submit your information at least 2-3 weeks before the requested service date.

### **How to Obtain Documentation**

The professional making the diagnosis of a disability should be an appropriately trained evaluator, such as a physician, psychologist, psychiatrist, or educational diagnostician. For example, an audiologist would diagnose a hearing impairment; a psychiatrist, psychologist, or clinical social worker would diagnose a mental health disability. Documentation from a family member or family friend is not acceptable.

*Southern Wesleyan University provides a variety of services for students with documented learning disabilities on a case-by-case basis. Students can be assured of reasonable academic accommodations based on appropriate documentation and confidentiality in all matters of documentation and educational records. Southern Wesleyan University is committed to creating a learning environment that meets the diverse needs of its student body without barriers to learning.*

**NOTE: FREE TESTING AND POSSIBLE ADDITIONAL RESOURCES ARE AVAILABLE AT VOCATIONAL REHABILITATION. Here is our local counselor, whom you can contact directly:**

Sandra D. Sloan, Counselor  
 ssloan@scvrd.net  
 Oconee-Pickens Area Office  
 1951 Wells Highway  
 Seneca, SC 29676  
 864-882-6669 (office) /864-882-5808

## Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act

As a college student with a disability, your privacy regarding your accommodations is protected by federal laws like the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. You control who has access to your disability information. To grant permission for a faculty member to access your accommodation information, you must set FERPA permissions at [https://my.swu.edu/ICS/Students/FERPA\\_Permissions.jnz](https://my.swu.edu/ICS/Students/FERPA_Permissions.jnz) and complete the following Accommodation Request Release Form.

### Accommodation Request Release Form

Completion of this section grants release of your accommodation information for the current semester

**\*\*Note:** Medical information will not be released. This form only releases accommodation information and does not grant permission to disclose any medical information.

Name (Print) \_\_\_\_\_ Student ID# \_\_\_\_\_

By initialing each statement and signing below, I acknowledge that I understand my responsibility in granting permission for the Disability Coordinator to disclose information regarding my academic accommodation to the appropriate and designated parties.

\_\_\_\_\_ I grant permission for my accommodations to be released for the current year's [ ] fall or [ ] spring semester (*select one*).

\_\_\_\_\_ I understand that completion of this form is required to grant the Disability Services Coordinator permission to release my accommodation information to my instructors for the designated semester.

\_\_\_\_\_ I understand that I must personally inform the instructor of each course that I would like to invoke approved accommodations by email and copy (CC) Cindy Trimmier-Lee, Disability Services Coordinator (ctrimmierlee@swu.edu).

\_\_\_\_\_ I understand that upon receipt of email notification to my instructor(s), the Disability Services Coordinator will provide the instructor with official notification of the approved accommodation.

\_\_\_\_\_ I understand that I am responsible for meeting with my instructor(s) to discuss how the accommodations will be implemented in each specific course.

Signature \_\_\_\_\_ Date \_\_\_\_\_