



## **POLICY - ACADEMIC ACCOMMODATIONS**

Academic accommodations are reasonable modifications or necessary forms of assistance that give a student that has self-identified with the Office of Academic Success, Support and Accessibility as having a documented disability (i.e. physical or sensory limitation, attention or cognitive processing deficit, learning disability or other physical or mental health condition) an equal opportunity to benefit from the educational process.

It is important to remember not all accommodation requests will be granted, and the College will not have to fundamentally alter its programs in order to accommodate a student. In some cases, the institution may provide an alternative reasonable accommodation rather than the specific accommodation requested. Granted accommodations are not effective retroactively (meaning that once accommodations are granted, students will not be able to re-do assignments or re-take exams that were completed before accommodations were requested and/or established).

All applications for academic accommodations will follow the procedure below and require supporting documentation to be submitted for review. Types of documentation required may vary depending on the reported disability and/or medical condition and requested accommodations. The institution may request additional documentation even when some supporting documentation has been provided. In some circumstances, documentation of past accommodations will be considered (i.e. IEP's, Section 504 plans, etc.).

A student can request additions and/or modifications to their already-granted accommodations at any time with the understanding that the student may be asked by the College to provide additional documentation to support the requested additions or modifications.

### Student Process and Documentation - Procedural Overview

1. Students will contact the Office of Academic Success, Support and Accessibility to request accommodations. Students will be asked to self-identify medical condition/disability and make a formal request using the *Accommodation Request Form*. On this form Student will indicate specific needs and types of accommodations being requested (i.e. Academic, Housing, Dietary, Emotional Support Animal or a combination of these). Once completed, students will receive an email containing a response receipt from the Office of Academic Success, Support and Accessibility.
2. The student will then receive an email from the Office of Academic Success, Support and Accessibility describing “Next Steps”. This email may also include links to necessary forms and/or follow up questions and instructions.
3. The student will submit documentation from a licensed professional. This should be the most recent and thorough medical/psychological diagnostic documentation available.
  - All documentation should include diagnosis and recommended legal and reasonable accommodations.
  - Documentation can be submitted through any of the following options:
    - Secure link included in the *Accommodation Request Form*
    - Secure link provided on the website  
<https://www.snc.edu/academicsupport/accommodation/>
    - Email to [phyllis.eagle@snc.edu](mailto:phyllis.eagle@snc.edu)
    - Fax 920.403.4021
    - Hardcopy delivered to our office located in Todd Wehr Hall Room 243
4. The College will determine appropriate accommodations and send Student relevant paperwork.

#### Some forms of documentation that we can accept:

- Individualized Education Plans (IEP's)/504 Plans with diagnosis and recommended accommodations
- A written diagnosis letter, on professional letterhead, signed by an appropriate licensed professional with recommended accommodations
- The names and scores of psychological and psycho-educational instruments used in arriving at diagnosis, if appropriate