Accommodation Procedures

In order for a student to receive special accommodations for a disability at Brescia University, the following procedure is used.

1. The student must complete an Accommodation Request Form and turn it in to the Office of Disability Services (254Adm).

2. The student must also submit the proper documentation supporting the request for accommodations much accompany the request and be given to the Office of Disability Services (254Adm). This documentation needs to specify a diagnosis and be from a medical professional, i.e. doctor, psychologist or psychiatrist, and issued within the last five years. Note: An IEP or 504 plan is not sufficient.

3. The Coordinator for Disability Services will review the student’s Accommodation Request Form and supporting documentation.

4. If accommodations are approved, the student will be given a Brescia University letter listing the approved accommodations for each of his or her instructors.

5. The student will be responsible for giving the form to his or her instructors within a week of it being issued.

Note: A new letter must be requested by the student and issued each semester that the student wishes to have accommodation. The documentation and official Accommodation Request Form will not need to be resubmitted unless there is a change in the diagnosis and accommodation need.