



## Accommodation Procedures

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

1. The student must complete an Accommodation Request Form and email it to Disability Services at [disability.services@brescia.edu](mailto:disability.services@brescia.edu). A copy of this form is available on the website.
2. The student must also submit the proper documentation supporting the request for accommodations to the Office of Disability Services at [disability.services@brescia.edu](mailto:disability.services@brescia.edu). 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, and will contact the student for more information if needed.
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. The student can also request for the Coordinator to email this letter to the instructors, but this request must be in writing.

*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. Accommodations are not retroactive.*