

# Guidelines for Requesting Accommodations in College

While the process for requesting and/or obtaining accommodations in college is different at each school, you should be prepared for the process to include some or all of the following:

1. Research what types of services your college of choice has, so you know what to request.

These accommodations may or may not include:

- a. Extended time on exams
- b. Reduced distraction setting/separate location for exams
- c. Ability to record classroom sessions
- d. Reader/scribe for exams or classes
- e. Course substitutions
- f. Disability parking request
- g. Service/emotional support animal request

2. Request accommodations directly with the Office of Disability Services. They may require that you do one or both of these things:

- a. Fill out any college-provided paperwork that documents your evaluation and any accommodations you deem necessary;
- b. Make an appointment with the Office of Student/Disability Services, bringing along your documentation. A counselor may talk to you about what your experience has been, what accommodations have worked for you in the past, diagnoses, etc. **This conversation is confidential.**

3. Start by sending existing materials. Though this varies by school, sometimes an IEP alone may not be enough. You may need an updated psycho-educational/neuropsych evaluation along with your IEP, which should be within the last 3-5 years. Your college's Office of Student/Disability Services can provide more information about required materials.

4. You will receive a decision from the Office of Disability Services with your approved accommodations, based on what is considered a reasonable request. You may want to speak with your professors about it.

5. If you do not receive the accommodations that you feel you may be entitled to, sometimes colleges will let you appeal your decision.

- a. In this case, each college has a different process, and at times, it can be lengthy. That is why it is important to have all documentation and understand what reasonable requests are.
- b. If your accommodations are denied, keep in mind that at the college level, universities are unable to grant accommodations that "fundamentally modify" curricula or classes.