



Birmingham-Southern College
Office of Accessibility

Academic Accommodations Request Form

Part I: To initiate a request for accommodations, this form must be completed by the student.

Name: _____

BSC Email Address: _____

Home Address: _____

Phone Number: _____

Student Status: ☐ Incoming Freshman ☐ Incoming Transfer ☐ Current BSC Student
Year ☐ Fresh ☐ Soph ☐ Jr ☐ Sr

Accommodations and services are provided for qualified students with disabilities in the post-secondary setting under Section 504 of the Rehabilitation Act of 1973, the ADA (Americans with Disabilities Act of 1990) and the ADAAA (Americans with Disabilities Act Amendment Act of 2008)

Accommodation Request

The accommodation(s) requested should be supported by the documentation supplied by a licensed or properly credentialed professional. Please reference the *Documentation Guidelines for Academic and Residential Accommodations* document for more information. The Office of Accessibility will provide further instructions for completing the request process such as scheduling an access planning meeting and submitting additional documentation, if needed.

What is your disability or disabilities?

I am requesting the following college-level academic accommodations due to one or more disabilities:

How does your disability affect you in the classroom?

How does your disability affect you outside the classroom?

Have you ever received academic accommodations at another institution such as elementary, middle, high school or college? Yes No

This document and the information contained herein is private and shall not be shared with any party except to the extent necessary to carry out appropriate and reasonable accommodations. By signing below, I authorize the Office of Accessibility to discuss my request with the appropriate BSC personnel in order to provide accommodations. By signing below, I indicate I have read and understand the "Student Responsibilities Agreement" on the back of this page.

Student Signature: _____ Date: _____

Student Responsibilities Agreement

- Each term I will obtain from the Office of Accessibility Academic Accommodation Letters which make available relevant information to professors and lists accommodations for which I qualify. This document is to be provided by me to each of my instructors for the classes which I have elected to use accommodations.
- I will communicate with each of my instructor(s) in the classes I elect to use accommodations to make a plan to utilize one or more of the accommodations listed on the Academic Accommodations Letters.
- If at any time in the term, direct advocacy is needed, I will promptly contact the Office of Accessibility to obtain assistance.

Part II: To Be Completed by Licensed or Properly Credentialed Professional

Student Name: _____ Date of Birth: ____/____/____

Student's relevant medical diagnosis: _____

Date of Diagnosis: _____ This condition is: ☐ Temporary ☐ Permanent

Describe symptoms the student current experiences: _____

How is the requested accommodation related to and supported by the current diagnosis? _____

Please provide any additional information you believe to be helpful when evaluating this request: _____

In addition to completing this form, documentation is required. Documentation guidelines are provided on the Documentation Requirements for Academic and Residential Accommodations handout provided to the student.

Please place Health Care Professional's stamped contact information below:

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Professional's Name: _____

Professional's Phone: _____

Professional's Signature: _____

Birmingham-Southern College is committed to providing equal opportunities for our students. The Director of Accessibility, Coordinator of Accessibility, Director of Residence Life, Director of Counseling Services, and Director of Health Services, in consultation with one another and in a confidential manner, will consider the following questions when reviewing the accommodation request:

- Does the information submitted clearly demonstrate the student is eligible for an accommodation due to a disability, as defined under applicable law?
- What is the relationship between the disability and the accommodation requested?
- Are the accommodations requested necessary in order for the student to live in a residential environment?
- Can Birmingham-Southern College accommodate the student's needs with the available facilities?