



DOANE UNIVERSITY

Student Request for Reasonable Accommodation

Student's Name: _____ **Student ID#:** _____

Academic Level/Class: _____ **Date:** _____

Instructions: If you have a disability and need accommodations, please complete this form and submit it as soon as possible. Anita Harkins, Doane University's Disabilities Coordinator for the College of Arts and Sciences and the College of Education will contact you to discuss your needs. Anita's contact information is 402-826-8586 or anita.harkins@doane.edu. A completed form may be faxed to 402-826-8600 or mailed to:

Doane University
1014 Boswell Ave
Crete, NE 68333

Nature of Request:

1.) Please describe your physical, mental, or learning disability.

2.) What accommodations will you need to perform successfully in the classroom?

Student Signature

Date

Documentation of Disability: “A student requesting reasonable accommodation(s) is *responsible* for providing documentation that clearly identifies the disability and provides sufficient information regarding the manifestations of this disability to permit the institution to make a determination as to whether the request adjustments are appropriate.”

Examples of acceptable documentation may include but are not limited to:

- A statement of disability from a qualified Physician, Psychologist, Psychiatrist, Mental Health Professional or Health Care Provider
- A copy of the Multi-Disciplinary Team Report (MDT) for students who were on an Individualized Education Program (IEP) or 504 plan in high school.
- A copy of recent clinical, educational, or psychological examination or evaluation.

For some instances, more information may be required and/or requested to assist in processing a request for accommodations.

Examples of additional information that may be required and/or requested in order to process the student request for accommodations may include but are not limited to:

- A copy of a student’s Individualized Education program (IEP), 504 plan or Summary of Performance (SOP) plan.
- A copy of relevant clinical, educational or psychological evaluation scores or academic score reports.
- A clinical summary from a qualified professional.
- A statement from a qualified professional attesting to the effect of a disability on a student or certain medication taken to address a disability.

Instances where documentation of disability may NOT be required include those where a disability is apparent, easily observable and obvious.

Examples where documentation beyond observation may not be required may include but are not limited to:

- Use of a wheelchair.
- Use of a sign-language interpreter.
- Observance of assistive devices for a student who is blind/visually impaired.

The Rehabilitation Act of 1973 (section 504) and the Americans with Disability Act (ADA), 1990, state that “no otherwise qualified disabled individual in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”