

**Student Request for Learning Accommodation or Special Need
Dunwoody College of Technology**

Last Name: _____ First: _____ Middle: _____
Program/Curriculum: _____ Student ID: _____
Street Address: _____
City, State, Zip: _____

Requirements for accommodation request: *To obtain a disability accommodation, a student must provide current documentation from an appropriate licensed professional or agency. Documentation should include educational, medical, psychological, and/or other diagnostic evaluations that define the nature of the disability. In addition, this information should outline how the condition(s) may affect the student academically, along with a recommendation for appropriate accommodations. This documentation should accompany the completed **Student Request for Learning Accommodation or Special Need** form detailing the accommodations being requested. This information should be submitted to the Dean of Student's Office for approval. Please note that IEP's and 504 plans are not used to define disabilities or accommodations. The Dean of Student's Office will certify eligibility for disability services and determine reasonable accommodations. Dunwoody College of Technology will not arrange for an accommodation for a student unless one is requested. If a stated disability changes, an updated evaluation of the condition may be requested to determine reasonable accommodations.*

Medical diagnosis/disability: _____

List/describe the educational service(s) that are being requested: _____

If you would like to schedule a meeting regarding accommodations, please check with the Dean of Student's Office. Accommodations are determined on a case-by-case basis. Please note that it is the student's responsibility to meet with their individual instructors each term to define the accommodation(s) granted. A Learning Accommodation Plan can be used for this purpose.

Student Signature: _____ Date: _____



Office Use:

Accommodation(s): _____ denied _____ granted Disability Classification: _____
Approved by: _____ Date: _____

E-mail Notification to:
_____ Student
_____ Dean of Students
_____ Dean of Program
_____ Dean of A&S
_____ Director of Admissions

Letter to:
_____ Student
_____ Student Records

Prepare:
_____ "Medical Folder" (purple)
_____ Entry in PowerCampus
_____ Scheduled action
_____ Disability
_____ Notes