



Disability Accommodation Request

Student Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Reasons for request

List any difficulties you are experiencing in your learning you would like addressed:

Based on these experiences, what accommodations would you like to request or propose:

Documented disabilities are those that are assessed by medical professionals. Students requesting official disability accommodations must provide documentation of their disability from a licensed medical professional. Students may request help securing such documentation while attending DWC through the Health Services Coordinator. Documentation from medical professionals is used by the Vice President for Academic Affairs and the Academic Strategist to determine which accommodations are appropriate based on student needs.

**Check One**

- |  |     |    |
|--|-----|----|
| • Do you have documentation of a disability from a medical professional?   | Yes | No |
| • If you have documentation, have you attached a copy to this request?   | Yes | No |
| • If you do not have documentation, do you need assistance setting up an appointment for evaluation of a potential disability? | Yes | No |
| • Have you discussed your learning difficulties with any of your instructors?  | Yes | No |
| • Have you discussed your learning difficulties with the Academic Strategist?  | Yes | No |
| • Have you discussed your learning difficulties with the Vice President for Academic Affairs?                                  | Yes | No |
| • Are you receiving disability accommodations for any other programs at the College?   | Yes | No |

I request the Vice President for Academic Affairs review my request for academic disability accommodations:

Student signature and date

Student name printed

VPAA Office Notes

Accommodation Request Received Date:

Received by:

Draft Updated August 16, 2024



To whom it may concern:

A student at Divine Word College is requesting a disability accommodation. Students requesting disability accommodations must present Divine Word College with a certification of the disability by a medical professional. Therefore, this student is coming to you to request an evaluation for certification of their disability status and for suggested accommodations based on your particular expertise. We have provided this letter to the student requesting an accommodation to facilitate communication between our mostly international non-native English speaking students and you, the medical provider.

Under the ADA, an individual with a disability is a person with a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. Per Section 504, qualified individuals who may receive reasonable accommodations are individuals with a disability who, with or without reasonable modifications to rules, policies, or practices would meet essential eligibility requirements for participation in programs or services provided by the college.

Upon completion of your examination, the student will be asked to submit your report. If the student is certified to meet the above definition of a person with a disability needing a reasonable accommodation based on your judgment, the Vice President for Academic Affairs and a College Academic Strategist will review your report and attempt to make reasonable accommodations for the student to be able to succeed in our college programs. Please include any information you consider important to our understanding of the student's condition and suggestions on how we may serve that student's needs.

If you have questions about disability accommodations at Divine Word College, please contact the Vice President for Academic Affairs, Dr. Joshua E. Young at [joyoung@dwci.edu](mailto:joyoung@dwci.edu).

Yours in appreciation,

Joshua E. Young, PhD  
Interim Vice President for Academic Affairs  
Assistant Professor of Communication and English  
Divine Word College

VPAA Office Notes

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