



POLICY - TEMPORARY ACCOMMODATIONS

Temporary accommodations are available to students who self-identify with the Office of Academic Success, Support and Accessibility as having been documented that they are temporarily disabled. This could occur while recovering from illness or injury and may be available while the College engages in an interactive process to determine whether ongoing accommodations are appropriate, and if so, which reasonable accommodations are needed.

Temporary accommodations do not reflect a determination that ongoing accommodations will be granted and/or which reasonable accommodations are appropriate. They also do not create an obligation on the part of the College to continue accommodations past the established, temporary timeline. Legal and reasonable accommodations are tailored to a student's determined needs on a case-by-case and course-by-course basis.

It is important to remember not all accommodation requests will be granted, and the College will not have to fundamentally alter its programs in order to accommodate a student. In some cases, the institution may provide an alternative reasonable accommodation rather than the specific accommodation requested. Granted accommodations are not effective retroactively (meaning that once accommodations are granted, students will not be able to re-do assignments or re-take exams that were completed before accommodations were requested and/or established).

Student Process and Documentation - Procedural Overview

1. Students will contact the Office of Academic Success, Support and Accessibility to request accommodations. Students will be asked to self-identify medical condition/disability and make a formal request using the *Accommodation Request Form*. On this form the Student will indicate specific needs and types of accommodations being requested (i.e. Academic, Housing, Dietary, Emotional Support Animal or a combination of these). Once completed, students will receive an email containing a response receipt from the Office of Academic Success, Support and Accessibility.
2. The student will then receive an email from the Office of Academic Success, Support and Accessibility describing “Next Steps”. This email may also include links to necessary forms and/or follow up questions and instructions.
3. The student will submit documentation from a licensed professional. This should be the most recent and thorough medical/psychological diagnostic documentation available.
 - All documentation should include diagnosis and recommended legal and reasonable accommodations.
 - Documentation can be submitted through any of the following options:
 - Secure link included in the *Accommodation Request Form*
 - Secure link provided on the website <https://www.snc.edu/academicsupport/accommodation/>
 - Email to phyllis.eagle@snc.edu
 - Fax 920.403.4021
 - Hardcopy delivered to our office located in Todd Wehr Hall Room 243
4. The College will determine appropriate accommodations and send Student relevant paperwork.

Some forms of documentation that we can accept:

- Individualized Education Plans (IEP’s)/504 Plans with diagnosis and recommended accommodations
- A written diagnosis letter, on professional letterhead, signed by an appropriate licensed professional with recommended accommodations
- The names and scores of psychological and psycho-educational instruments used in arriving at diagnosis, if appropriate