

## PROCESS FOR THE STUDENT TO RECEIVE SERVICES

1. Make an appointment to meet with a Disability Coordinator as early as possible during a particular semester, preferably before a semester begins. A Disability Coordinator is located on each campus and identified in the College Catalog and Student Handbook.
2. Obtain an Application for Disability Services Form from:  
<https://www.pccua.edu/images/uploads/20230615/students-with-disabilities-application-75849.pdf>
3. Submit to the Disability Coordinator (1) a completed Application for Disability Services Form and (2) medical documentation from providers, which include but are not limited to, a certified/licensed physician, psychologist, psychometrist, audiologist, speech pathologist, rehabilitation counselor, physical or occupational therapist. Medical documentation must reflect the student's present level of functioning with respect to the major life activity affected by the disability. Diagnostic information must include specific recommendations as well as the rationale for each. **The cost of obtaining professional documentation is the sole responsibility of the student.**
4. The Disability Coordinator will verify eligibility and discuss with the student the medically recommended accommodations.
5. The Disability Coordinator and student will identify and agree upon reasonable accommodation(s).
6. The Disability Coordinator will complete a Faculty Notification of Services Form, which identifies recommended reasonable accommodation(s).
7. The Disability Coordinator will give the completed Faculty Notification of Services Form to the student.
8. The student will assume responsibility for taking the completed Faculty Notification of Services Form to each of the student's instructor(s) to discuss the identified accommodation(s) on the Faculty Notification of Services Form.  
(The Disabilities Coordinator will e-mail instructor(s) teaching courses for which the student has requested accommodations.)
9. The instructor and student will discuss the requested reasonable accommodations.
10. The instructor will sign the Faculty Notification of Services Form indicating his or her notification to provide reasonable, accommodation services. Each instructor will keep a copy of this signed Faculty Notification of Services Form for his or her records.
11. The student will return the original Faculty Notification of Services Form to the Disability Coordinator **after** each of the student's instructor(s) for a particular semester has/have signed the form.

12. The Disability Coordinator will keep a signed copy of the Application for Disability Services Form, medical documentation, and Faculty Notification of Services Form in the Disability Coordinator's office.
13. The Disability Coordinator will send a copy of the Application for Disability Services Form, medical documentation, and Faculty Notification of Services Form in a sealed envelope to the Registrar's Office for inclusion in the student's permanent academic record.
14. Requests to rescind or modify any accommodation must be submitted in writing to the student's Disability Coordinator and all instructors providing reasonable accommodations for a particular semester.
15. The REQUEST to receive accommodation services for a disclosed disability **MUST BE REPEATED** each and every semester the student is enrolled. However, documentation does not need to be presented to the Disabilities Coordinator each semester unless the status of a disability changes requiring a different level of accommodation.