

Center for Student Success *Student Disability Services*

Accommodation Request Procedures

Student Disability Services (SDS), an office of the Center for Student Success, is committed to creating an inclusive and accessible environment for students with documented disabilities. SDS has been designated by North Central College to provide access to College courses, programs, and services in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities. Students requesting accommodations in the learning, living, or dining environments due to a diagnosed disability must self-identify to SDS and provide current documentation from a licensed professional that addresses the impact of the student's disability in those areas.

Instructions for requesting accommodations:

1. Complete the *Accommodation Request Form**. Students are encouraged to complete the editable PDF version as illegible handwriting or incomplete answers may delay the review process. If a housing or meal plan accommodation is requested, please also complete the *Additional Housing/M meal Plan Information* form on page 4. Please contact our office if you need assistance completing these forms.
2. Attach additional supporting documents from prior academic institutions such as:
 - Most recent psycho-educational or neuropsychological evaluation
 - Most recent high school IEP/504Plan
 - *Transfer students*: Most recent college/university service plan
3. Present the *Disability Verification Form* to your care provider to complete. This form must be completed for students requesting a housing/meal plan accommodation or students who do not have the documents listed above.
4. After the documentation has been reviewed, you will be contacted to schedule an accommodation meeting within 2 weeks.
5. After accommodations have been determined, you will be provided with information on how to access the resources and services available through SDS.

*In the event a student does not have formal disability-related documentation, students are still encouraged to complete and submit the *Accommodation Request Form*. SDS staff are available to meet with students to discuss past experiences and expectations to identify information that may support accommodation requests and assist with obtaining appropriate documentation.

Please submit completed forms/documents via fax, email, mail or in person:

North Central College • Center for Student Success • 30 N. Brainard Ave. • Naperville, IL 60540
Phone: 630-637-5266 • Fax: 630-637-5462
academicsupport@noctrl.edu

Center for Student Success
Student Disability Services

Accommodation Request Form

Today's Date: _____ Student ID #: _____ DOB: _____

STUDENT INFORMATION:

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____ City, State: _____

Home Phone: _____ Cell Phone: _____

Year in School (i.e., freshman, sophomore) : _____ Major: _____

Transfer Student: Yes No If yes, transferring from: _____

How did you learn about SDS?: _____
(i.e. high school counselor, admissions, professor, parent, etc.)

Did you have an IEP, 504 Plan or other high school-based support? Yes No

Transfer students only:

Did you receive accommodations at your former college/university? Yes No

DISABILITY INFORMATION:

1. What is your disability or disabilities?

2. Describe how your disability currently impacts you as a student:

ACCOMMODATION INFORMATION:

4. Please describe what accommodations/services you have used in the past, if any. Explain how they were helpful to you:

5. Please describe the academic, housing, or meal plan accommodations you feel you will need at North Central College and the reason for the accommodation:

Accommodation Requested	Reason for Accommodation

6. What other information would you like SDS to know to support the accommodation requests listed above or to assist with your adjustment to North Central College?

I understand my request for accommodations and services must be submitted with documentation from a licensed professional, and that SDS may require additional documentation depending on the nature of my requests. I also understand that I will need to attend an accommodation meeting to complete the process for requesting accommodations.

Student Printed Name: _____

Student Signature: _____

Date: _____

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Note: if housing or meal plan accommodations are requested please complete page 4

**Additional Housing/Meal Plan
Accommodation Request Information**

A completed *Accommodation Request Form* must be submitted in order to begin the housing or meal plan accommodation process. Please make sure a licensed professional completes and signs the *Disability Verification Form*. The completed form should confirm and support your requested accommodations. **Incomplete applications may not be considered.**

Housing:

- General procedures for housing, including relevant due dates, applications and deposits, should be followed. Students must be eligible for College housing in order to be eligible for housing accommodations, this includes full-time enrollment status.
- All requests for disability housing accommodations must be submitted by the following dates:
 - Fall Term deadline: May 1st
 - Winter Term deadline: October 15th
 - Spring Term deadline: January 15th
- Students who have been approved for specific housing accommodations may not be eligible to participate in the Housing Selection process. Instead, they will receive a housing assignment designed to meet their needs in advance of housing selection. Please note that our priority is to meet disability-related housing accommodations first. Housing style preferences will be a secondary consideration.

When would you need your housing accommodations?: _____
(i.e. specific term, entire academic year, duration of college experience, other)

Please indicate your preferred housing: _____
(i.e. Seager Hall, Res/Rec Center, Naper Place Apartments, etc.)

Reasons for Requested Building: _____

Meal Plan:

- Exemptions from the meal plan are rare. They are made solely on documented health conditions that cannot be accommodated by the Chartwells staff.
- If a student has a conflict in their schedule that affects their use of dining facilities on campus, they should contact the Director of Dining Services, Steve Martens at skmarterns@noctrl.edu or 630-637-5645, to discuss options.
- Requests must be made on a *yearly* basis for ongoing concerns, but may be requested on a term-by-term basis for short-term issues.
- Please indicate the time frame during which you are requesting a meal plan accommodation. Term(s)/Year: _____

Are there additional circumstances that SDS staff, Residence Life or dining services should take into consideration?

Please sign below, indicating that you have read and understand North Central College's Housing Accommodations Procedures & Guidelines.

Student Signature: _____ Date: _____