



REQUEST FOR ACCOMMODATION OF DISABILITIES

In compliance with the Americans with Disabilities Act and other Federal and State laws, Pacific College provides reasonable accommodations for applicants with disabilities that may affect their ability to successfully participate in instructional activities and to complete examinations. It is the applicant's responsibility to notify the College of needed alternative arrangements. The College is not required to provide accommodations if we are unaware of your needs. **If you have a disability for which you wish to request accommodation(s), please provide the following information and return this form as well as all other required documentation to the College with your other application materials.** You may attach additional pages if necessary. Accommodations will not be provided unless this form and all other documentation is received at the time of submission of the application for enrollment at Pacific College. This form and all supporting documentation will become part of your academic record but will be purged from your file and destroyed 10 years after a student graduates or becomes a discontinued student.

To grant testing accommodations, the College must request tests in advance from the third-party vendor. The information requested below and any documentation regarding your disability will be considered strictly confidential and will only be shared with the instructor or proctor who will administer your examination. Please sign your name at the bottom of this form to indicate your permission for the College to share information about your disability with the instructor/proctor.

NAME: _____
(First) (Middle) (Last)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

DAYTIME PHONE #: _____ SSN: _____
(Area Code)

NOTE: It will be necessary for instructors and/or proctors to speak and correspond with you regarding specific arrangements, therefore, it is important that you provide a current address and daytime telephone number.

1. Describe your type of disability (e.g., physical, mental, learning) and how this disability limits a major life activity that makes achievement difficult, requires special education or services, or affects social activities or interactions:

2. Explain the nature and extent of your disability (e.g., hearing impaired, diabetic, dyslexic, etc.) and how it will affect your ability to successfully participate in instructional/learning activities and to take examinations:

3. Based on the disability you have described above, specify the accommodation(s) you are requesting, given the format of the examination (your request must be specific). If you request additional testing time, indicate how much:

4. If applicable, describe any alternative accommodations that would address the indicated condition(s) other than the academic accommodations you indicated above.

SIGNATURE: _____ DATE: _____

NOTE: Your signature is necessary to allow the College permission to share pertinent information related to your disability with the instructor/proctor to provide the accommodation(s). All documentation will be considered strictly confidential.

REQUIRED DOCUMENTATION FOR ACCOMMODATION REQUESTS

You are required to submit documentation from a professional evaluator as defined on the *Professional Evaluation and Documentation of Disability* form. Verification of the disability must be submitted to the student Services Office and include the following:

- ◆ Completed **Professional Evaluation and Documentation of Disability** form or all information requested must be provided on the original letterhead stationery of the evaluator.

You are solely responsible for any costs you may incur in obtaining the required documentation. However, the College will pay for any reasonable accommodations that are made for you.

The College will engage in an interactive dialogue to ensure that your request is processed in accordance with the requirement.

To make the necessary arrangements to accommodate your needs, all requests and supporting documentation must be provided to the College with your application. The College must approve all accommodations prior to your first day of instruction. All requests for accommodation are considered on a case-by-case basis.

You will receive written confirmation of your approved accommodations. Any inquiries related to accommodations may be directed to the Student Services Office.

RETURN THIS COMPLETED FORM AND THE DOCUMENTATION LISTED ABOVE TO:
Office of Student Services
Pacific College
3160 Red Hill Avenue
Costa Mesa, CA 92626