The purpose of this form is to provide students an opportunity to describe their disability and accommodations they are requesting to receive. Students are required to submit documentation (issued within the last 3 years) before accommodations will be considered. These documents could include assessments, reports, and/or letters from qualified evaluators or professionals. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g., accommodation agreements/letters, 504, or IEP documents).

The Office of Academic Affairs is the designated campus resource for verifying and coordinating appropriate accommodations for students with disabilities. The request will be reviewed on an individual basis. Submit the information within 10 calendar days of enrollment to Academic Affairs. The Academic Dean will meet with the student to discuss the request. An Academic Accommodation Verification Form listing the appropriate accommodations will be provided via student email within 10 calendar days from the date of the request. It should be noted this request is only applicable for the current academic year and a new one must be submitted for the next academic year. If clarification of this information is needed, contact Academic Affairs at 918-549-2806.

STUDENT INFORMATION:

Name: ___________________________________________________ SID: ____________________________

CMN Email address: ___________________________________________ Phone: ___________________________

Trimester: [ ] Fall [ ] Spring [ ] Summer Academic Year: ____________

In your own words, please describe your disability: ____________________________________________

__________________________________________

__________________________________________

What type of accommodations have you been provided in the past? ________________________________

__________________________________________

__________________________________________

What type of academic accommodations are you requesting? (Check all that apply)

Attendance and Participation

[ ] Excused absences [ ] Extended time for written assignments/projects

[ ] Do not penalize student for late arrival to class [ ] Allow to leave class for a few minutes as necessary

[ ] Other: ____________________________________________________________

Adopted: 08/30/13
Exams
[ ] Extended time (1.5 – 2 times the normal time) [ ] Oral quizzes and exams
[ ] Distraction reduced space [ ] Permission to make up missed quizzes and exams
[ ] Chunking [ ] Laptop for written exams
[ ] Permission to stagger exams [ ] Reader
[ ] Other:

Assistive Devices and Services
[ ] Recording device [ ] Laptop
[ ] Calculator [ ] Personal Braille Device
[ ] Wheelchair accessible location [ ] Note taker for courses
[ ] ASL Interpreter [ ] Other:

Textbooks/Course Material
[ ] Books on tape [ ] Large print
[ ] Braille [ ] Captioning for any films
[ ] Electronic format, ie, doc. or pdf. [ ] Other:

The following classroom suggestions would be helpful to me. I understand that they are not ADA required accommodations.
[ ] Read aloud PowerPoint slides and anything written on the board.
[ ] Repeat questions asked by other students.
[ ] Face this student when speaking so he/she may lip read.
[ ] Provide a study guide prior to exams.
[ ] Provide a copy of PowerPoint notes.
[ ] Give any necessary feedback to this student privately.
[ ] Provide gentle cues if this student is speaking too long or off topic.

I authorize the Office of Academic Affairs to provide verification of my disability to faculty, the Dean of Student Affairs and professional staff at CMN when necessary to clarify my need for specific disability-related accommodations.

Student Signature ____________________________________________ Date ____________________

The Academic Accommodation Request Form and all other documentation may be submitted in person, or delivered via mail, within 10 calendar days of enrollment to the following address:

College of the Muscogee Nation
Attn: Academic Affairs
P.O. Box 917
2170 Raven Circle
Okmulgee, OK 74447

Adopted: 08/30/13