



ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES

Section 504 of the Rehabilitation Act of 1973 states, “that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Compliance with this law required that college and universities “make such modification to [their] academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating,” against a qualified disabled applicant or student. “Modifications may include changes in the length of time permitted for completion of degree requirements and adaptation of the manner in which specific courses are conducted.” [34 CFR Section 104.44]

If a student has a disability and would like to request academic adjustments or any other accommodations he or she must provide documentation supporting the current need for this accommodation. ***This must include the most recent school record such as an individualized educational plan (IEP), and/or medical records detailing a diagnosed learning disability. If an IEP or 504 plan is more than 3 years old, the student should request a letter from his/her doctor detailing the current need for the accommodations being request.***

The level of assistance to be provided will be determined upon receipt of the proper documentation. This information will be communicated to the faculty and staff who will be working directly with the student. ***It is the student’s responsibility to inform staff that he/she will be taking advantage of the accommodations available.*** Any questions about these accommodations should be directed to the Assistant Registrar.

Available Accommodations

- Peer Note Taker – If no note take is available in the class, the college will arrange for one at student expense.
- Audio Recording of Lectures – The *diagnosing physician* may recommend the audio recording of lectures. If this is the case, the student must sign the “Statement of Understanding re: Audio Recording of Class Lectures.” The expense for such recording equipment will be the responsibility of the student.
- Extended Time for Tests and Quizzes – If it is recommended, a student will be given extended time for testing. The student is responsible to make an appointment with academic support personnel.
- Alternate Testing Location – The student is responsible to make an appointment with academic support personnel.
- Preferential Seating – Seating will be reserved and made available to students in need of such accommodation.
- Test Reader – If it is recommended, a student may request to have someone read tests and/or quizzes to him/her. The student is responsible to make an appointment with academic support personnel.
- Scribe – If it is recommended, a student may request a scribe to write his/her answers to tests and/or quizzes. The student is responsible to make an appointment with academic support personnel.



_____ is hereby requesting the following accommodations:
Printed Student's Name

- Peer Note Taker** If no note take is available in the class, the college will arrange for one at student expense.
- Audio Recording of Lectures** The expense for such recording equipment will be the responsibility of the student. The student must also sign the "Statement of Understanding re: Audio Recording of Class Lectures."
- Extended Time for Tests and Exams** If it is recommended, a student be given extended time for testing. The student is responsible to make an appointment with academic support personnel.
- Alternative Test Location** The student is responsible to make an appointment with academic support personnel.
- Preferential Seating** Seating will be reserved and made available to students in need of such accommodation.
- Test Reader** If it is recommended, a student may request to have someone read tests and/or quizzes to him/her. The student is responsible to make an appointment with academic support personnel.
- Scribe** If it is recommended, a student may request a scribe to write his/her answers to tests and/or quizzes. The student is responsible to make an appointment with academic support personnel.

I have reviewed the above information and testify that the above information is accurate.

YEAR 1 – Signature of Student _____	Date _____
YEAR 2 – Signature of Student _____	Date _____
YEAR 3 – Signature of Student _____	Date _____
YEAR 4 – Signature of Student _____	Date _____
YEAR 5 – Signature of Student _____	Date _____

Tim Rumley, Associate Provost

Please complete this form and return with required documentation to
Linda Holton, Associate Registrar.



Statement of Understanding
Re: Audio Recording of Class Lectures

I, _____, understand that, as a student enrolled at Grace Christian University who has a disability that affects my ability to take or read notes, I have the right to audio record my class lectures for use in my personal studies only. The expense for such recording equipment is my responsibility.

I realize that lectures recorded for this reason may not be shared with other people without the written consent of the lecturer. I also understand that recorded lectures may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are recorded as part of the class activity.

I am aware that the information contained in the recorded lectures is protected under federal copyright laws and may not be published, posted or quoted on the internet or any social media site without the expressed consent of the lecturer and without giving proper identification and credit to the lecturer.

I agree to abide by these guidelines with regard to any lectures I record while enrolled as a student at Grace Christian University.

YEAR 1 – Signature of Student _____ Date _____
YEAR 2 – Signature of Student _____ Date _____
YEAR 3 – Signature of Student _____ Date _____
YEAR 4 – Signature of Student _____ Date _____
YEAR 5 – Signature of Student _____ Date _____