



## Center for Accessibility Resources (CAR)

### HOW TO REQUEST ACADEMIC ACCOMMODATIONS

### CURRENTLY REGISTERED MCCC STUDENTS

**Step 1:** Complete the *Request for Academic Accommodations* form and email it to [CAR@mccc.edu](mailto:CAR@mccc.edu). Form: [https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml).

**Step 2:** Email documentation of disability to [CAR@mccc.edu](mailto:CAR@mccc.edu). See important notes below and page 2 of this document. Full requirements can be found at the following link: [https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml).

**Step 3:** Participate in an intake appointment with CAR.

### IMPORTANT NOTES

**Please do not submit your IEP.** Email us your most recent education and psychological evaluations. If you are unsure of what this means, please let us know.

**Please do not submit your 504.** Email us primary documentation of disability. Please see page 2 of this document or review the *Overview and Documentation Guidelines* PDF for requirements. If you are unsure of what this means, please let us know.

Requirements: [https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml)

### WHAT HAPPENS NEXT

After the intake appointment is completed, the accommodation form will be sent to the student's MCCC email account on the business day after the intake appointment.

To receive accommodations, the student must email a copy of their accommodation form to their faculty and the Testing Center ([AcademicSupport@mccc.edu](mailto:AcademicSupport@mccc.edu)). To request testing accommodations, the student must email their faculty the week before their exam to request test accommodations.

Next, if an exam is proctored on campus in the Testing Center, students must arrange an appointment at least two days prior to the exam using this link: [https://www.mccc.edu/student\\_services\\_testing.shtml](https://www.mccc.edu/student_services_testing.shtml) or by calling 609-570-3295.

Questions about HONORLOCK should be addressed directly with your faculty.

## Documentation Guidelines

The process of requesting academic accommodations is a collaborative effort. If you have or believe you have a disability and would like to request reasonable academic accommodations, we invite you to reach out to our office. Students will be asked to share documentation that establishes the presence of a disability that substantially limits a major life activity and supports the need for academic accommodations. Documentation must be prepared by an appropriate, licensed evaluator or specialist qualified to conduct evaluations in the specific field of disability.

**Students who had an IEP in high school may submit, for review, their most recent education evaluation and/or psychological evaluation administered by their child study team. We do not collect the IEP or 504 plan.**

Documentation must be prepared by an appropriate, licensed evaluator or specialist qualified to conduct evaluations in the specific field of disability and must include:

- The credentials of the evaluator or specialist (specialty and license number)
- A clear diagnostic statement identifying the disability
- The diagnostic criteria or assessment administered that resulted in the diagnosis
- For a psychiatric or behavioral diagnosis, the DSM V classification code(s)
- A clear statement describing the impact of the disability on the student within the educational setting
- The documentation must be typed on professional letterhead, signed and dated
- Prescription pad documentation is not an acceptable format for establishing a disability

***Please keep a copy of any documentation that you provide to us. We are not able to return documents.***

For complete details on Documentation Guidelines, please visit the *Overview and Documentation Guidelines* sheet linked below:

[https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml)

If you have any questions or concerns regarding this process, please contact Arlene Stinson at [stinsona@mccc.edu](mailto:stinsona@mccc.edu).

**Contact information: Center for Accessibility Resources [CAR@MCCC.EDU](mailto:CAR@MCCC.EDU)**

**Arlene Stinson [stinsona@mccc.edu](mailto:stinsona@mccc.edu)**

**Susan Onaitis [onaitiss@mccc.edu](mailto:onaitiss@mccc.edu)**

**Lisa Ward [wardl@mccc.edu](mailto:wardl@mccc.edu)**