



ACCOMMODATIONS: Frequently Asked Questions

How do I ask for accommodations? Accommodation requests must be submitted to Disability Services, which is located in the Student Services Office. Requests may be submitted in-person or electronically. Janean Reish is the contact person for accommodation requests. To make a request for accommodations, students must submit the Accommodation Request Packet, as well as official documentation that establishes the student's diagnosed disability/disabilities. The packet is available in the Student Forms and Resources section of the college website and gives complete information about the process and the documentation needed. Faculty are not authorized to grant permission for accommodations.

When do I ask for accommodations? Students must submit the Accommodation Request Packet every semester that they wish to receive accommodations. Accommodations do not automatically carry over from semester to semester. The earlier the student makes the request, they sooner the Accommodation Notification Letters can be presented to his/her instructors. Accommodation requests cannot be processed before the student is registered for classes since the letters are prepared for the student's instructors.

How long does it take for an accommodation request to be processed? Once the Accommodation Request packet and the supporting documentation are received, most requests are processed in three business days or less. Failure to provide needed documentation or respond to questions or requests from Disability Services may delay the process.

Are all accommodation requests approved? No, not all requested accommodations are approved. Each request is reviewed and evaluated on a case-by-case basis. The documentation is reviewed and a determination is made as to whether the requested accommodations are appropriate for the documented disability/ disabilities. A determination is also made regarding whether an accommodation is considered reasonable for the college from a cost and feasibility perspective. Consideration is also given regarding whether an accommodation would affect the content or rigor of the course(s).

Are accommodations good for coursework I already completed? No, accommodations are not retroactive, meaning accommodations cannot be applied to assignments, quizzes, exams and other class activities that were completed before the Accommodations Notification Letter is given to the instructor. Accommodations will not be implemented until the letter is provided to the instructor. If special preparations must be made by the instructor, allow sufficient time for the arrangements to be made after the letter is presented.



Can I make changes to my accommodations? Yes, students can request changes to their approved accommodations by submitting a new Accommodation Request Packet. The request will be processed and, if approved, new Accommodation Notification Letters will be issued. The previous accommodations will remain in effect until the new letters are issued and presented to the instructors. Students may not alter the Accommodation Notification Letters in any way. If a student makes unauthorized changes to an Accommodation Notification Letter, the student will be subject to possible disciplinary action.

Do I have to use my accommodations in every class? No, it is up to the student to decide if he/she wants to use the accommodations in each class. If a student does not wish to use the approved accommodations for a class, the student may simply withhold the Accommodation Notification Letter. However, if the student decides at a later time to use the accommodations, the instructor will not apply the accommodations to any coursework completed prior to the letter being presented.

Are accommodations available for online classes? Yes, accommodations can be requested for online classes. Students can submit the Accommodation Request Packet electronically and email the supporting documentation to Janean Reish. If the request is approved, the Accommodation Notification Letters will be emailed to the student. It is the student's responsibility to email the letter to each online instructor and communicate with him/her regarding the approved accommodations.

Why do my approved accommodations at Clarendon College differ from what I received elsewhere? College accommodations differ greatly from K-12 accommodations (see "Accommodations: K-12 vs College" in the Important Links section of the Accommodations webpage). By law, colleges are not required to modify curriculum, provide alternate tests/test questions, give reduced assignments, extend assignment deadlines, provide opportunities to change a grade, or provide special personal assistance. Accommodations also vary between colleges based on each college's policies and available resources.

Can I use my 504 plan or IEP from high school as supporting documentation for my accommodation request? Such high school documents will be accepted as long as they were issued/ updated within the past five years and they meet the documentation guidelines set forth in the Accommodation Request Packet.