
SUNY Korea Disability Services Classroom Accommodations Procedure

Please note:

Requests for accommodations should be completed the beginning of each semester. Accommodations will not take effect until the full procedure has been completed. This process could take several weeks, so students are advised to start the process 2-4 weeks before the start of the semester.

Accommodations are not guaranteed. A diagnosis of a disorder or submission of documentation does not automatically guarantee accommodations.

Accommodations must be renewed every semester (see page 2). Existing accommodations are not guaranteed and may be altered. Complete renewal accommodations 1-2 weeks prior to the start of each semester.

Procedure

1. Student completes the Accommodations Application form and submits to Student Services (student@sunykorea.ac.kr).
2. Student submits documentation* of their official diagnosis to Student Services. Official diagnosis should be made by a healthcare professional and must be dated within two years.
3. Student meets with the counselor and discusses their needs.**
4. University committee discusses possible accommodations.
5. Approved accommodations are shared with the student.
6. Student signs the Approved Accommodations form and submits it to Student Services.
7. Accommodations go into effect.

**Documentation should include: 1) Patient's name; 2) Official diagnosis; 3) Procedures and Assessments used; 4) A description of symptoms or how the condition limits life activities; 5) A description of how the disability interferes with academic life; 6) A statement of recommended accommodations; 7) The doctor's information (including name, specialty, license/certification number, contact information; 8) Signature of the diagnosing physician and date. Any additional documentation is welcome and will help in understanding the disability and classroom needs.*

Note: Failure to provide all of the above may result in limited accommodations or rejection of accommodations request

***Step 3 is not necessary for physical or medical disabilities*

Procedure for Accommodations Renewal

Unchanged Accommodation Renewal	Modified or Additional Accommodations Request
<ol style="list-style-type: none"> 1. Student completes the Accommodations Application form and submits to Student Services (student@sunykorea.ac.kr). 2. Student submits documentation* of their official diagnosis from a healthcare professional to Student Services. Official diagnosis must be dated within two years. 3. University committee reviews application. 4. Approved accommodations are shared with the student.** 5. Student signs the Approved Accommodations form and submits it to Student Services. 	<ol style="list-style-type: none"> 1. Student completes the Accommodations Application form and submits to Student Services (student@sunykorea.ac.kr). Additional or modified accommodations should be noted. 2. Student submits documentation* of their official diagnosis from a healthcare professional to Student Services. Official diagnosis must be dated within two years. If the student is requesting additional modifications, the information from the official documentation should support the new request. The official documentation must clearly explain how the additional requests are linked to the disability and are necessary. 3. University committee discusses possible accommodations. 4. Approved accommodations are shared with the student.** 5. Student signs the Approved Accommodations form and submits it to Student Services.

**Documentation should include: 1) Patient's name; 2) Official diagnosis; 3) Procedures and Assessments used; 4) A description of symptoms or how the condition limits life activities; 5) A description of how the disability interferes with academic life; 6) A statement of recommended accommodations; 7) The doctor's information (including name, specialty, license/certification number, contact information; 8) Signature of the diagnosing physician and date. Any additional documentation is welcome and will help in understanding the disability and classroom needs.*

Note: Failure to provide all of the above may result in limited accommodations or rejection of accommodations request

***Existing, additional, or modified accommodations are not guaranteed*

SUNY Korea Disability Services Classroom Accommodations Application

Name:	
Date:	
What is your diagnosed disability?	
How does your disability affect your participation on campus or in the classroom?	
Accommodation requests:	
Additional comments or concerns:	

You must submit this application along with your official diagnosis document* to Student Services (student@sunykorea.ac.kr)

**Documentation should include: 1) Patient's name; 2) Official diagnosis; 3) Procedures and Assessments used; 4) A description of symptoms or how the condition limits life activities; 5) A description of how the disability interferes with academic life; 6) A statement of recommended accommodations; 7) The doctor's information (including name, specialty, license/certification number, contact information; 8) Signature of the diagnosing physician and date. Any additional documentation is welcome and will help in understanding the disability and classroom needs.*

Note: Failure to provide all of the above may result in limited accommodations or rejection of accommodations request