



PROCEDURES FOR REQUESTING SERVICES AND ACCOMMODATIONS

Elizabeth McIntosh, CRC
Office of Student Disability Resources
Division of Academic Support Programs
122 Barnes Hall
North Georgia College & State University
Dahlonega, GA 30597
PH (706) 867-2782
FAX (706) 867-2882
E-Mail: emcintosh@ngcsu.edu

North Georgia College & State University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, both of which ensure that no student is denied benefits, excluded from participation, or otherwise subjected to discrimination because of a disability. Students who have documented disabilities have the legal responsibility to request reasonable accommodations in a timely manner and to provide the institution with appropriate, current documentation of any disabling conditions.

Sufficient advance notice of a request for an accommodation is required in order to give the various offices involved in making the accommodation a reasonable period of time to evaluate the request. Students should complete the steps listed below in advance of the anticipated need for services and accommodations:

1. Students must be officially admitted to North Georgia College & State University.
2. Students requesting accommodations should register with the Office of Student Disability Resources by filing a *Voluntary Disclosure of Disability* form.
3. Students should complete the *Request for Services and Accommodations* form. Current, written documentation from appropriate professional personnel is required. Documentation is subject to verification by North Georgia College & State University.
4. Approval of reasonable accommodations will be made case-by-case based on the justification contained in the written documentation provided by the student.
5. Students who believe they have experienced discrimination on the basis of a disability can seek resolution through grievance procedures established by North Georgia College & State University. Information and consultation on these procedures are available by contacting Elizabeth McIntosh at (706) 867-2782 or the Office of Human Resources at (706) 864-1440.
6. Additionally, policies and procedures for students with disabilities are available in the Office of Student Disability Resources or online at www.ngcsu.edu under Disability Services.



VOLUNTARY DISCLOSURE OF DISABILITY

North Georgia College & State University is committed to providing quality education to all its students. If you have special needs that are the result of a disability and need reasonable accommodations that will help you to be more self-sufficient and more successful, please complete this form and return it to:

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This disclosure is voluntary; however, a student requesting accommodations has the legal responsibility to do so in a timely manner and to provide the institution with appropriate, current documentation of the disabling condition. Completing this form is the first step in the process. Once this form has been received by the Division of Academic Support Programs, you will receive additional information about how to provide documentation and to request accommodations.

The information on this form will be kept confidential and will not be used to discriminate in any manner. By law, the information you provide about your disability cannot affect the decision to admit you to North Georgia College & State University. The information on this form will be released only to those individuals responsible for providing assistance to students with disabilities.

DO NOT COMPLETE OR RETURN THIS FORM IF YOU DO NOT HAVE A DISABILITY

NAME _____ SS# _____

HOME ADDRESS _____

HOME PHONE (_____) _____

NATURE OF DISABILITY

- Attention Deficit
- Deaf
- Hearing Impaired
- Blind
- Visually Impaired
- Mobility Impaired
- Learning Disabled
- Other _____

LIMITED MAJOR LIFE ACTIVITY

- Reading
- Writing
- Mathematics
- Mobility
- Attention
- Physical Activity
- Speech
- Other _____

YEAR IN SCHOOL:

Freshman Sophomore Junior Senior Graduate Proposed Major _____

SIGNATURE _____ DATE _____