



Accommodations Request

Randolph College is committed to the full participation of individuals with disabilities as defined under Section 504 of the Rehabilitation Act (1973; P.L. § 93-112) as amended (P.L. 93-16) and the Americans with Disabilities Act of 1990 (ADA) as amended. Policies and procedures will ensure that persons with disabilities will not be denied, based on that disability, full and equal access to academic and other programs or activities offered by the College.

In order to begin the process of applying for accommodations at Randolph College, you should:

- **Complete and submit the Accommodations Request Form**
This form provides the Coordinator of Access Services information about your disability and how it affects your ability to access the curriculum and participate fully in the courses and programs offered at Randolph College.
- **Schedule an intake appointment** with Access Services. Please call 434-947-8132 or email the Access Services Coordinator at droy@randolphcollege.edu to schedule a meeting date and time.
- **Submit professional documentation to support your disability**
Although not required, documentation in the form of diagnostic assessments, psychological reports, and/or letters from qualified service providers assist the Coordinator of Access Services in determining reasonable accommodations. Documents may be sent to the Office of Access Services via:

1. A scanned email attachment (droy@randolphcollege.edu), or
2. Regular post:

Coordinator, Access Services
Randolph College
2500 Rivermont Avenue
Lynchburg, VA 24593

Accommodations are not retroactive, and some accommodations take longer to implement than others. Students are strongly encouraged to request accommodations well in advance of course start dates or within the first week of classes.

Please note that going through the application process does not guarantee that you will receive academic accommodations through Access Services.

Accommodations Request Form

Name: _____ Date: _____

Address: _____

Phone # (Cell): _____ Email: _____

_____ Prospective Student _____ Current Student:

What is the nature of your disability/condition? _____

Did a medical provider diagnose your disability/condition? _____

Does your disability/condition affect you academically? Please describe.

List strategies you use to help yourself with the challenge of your disability/condition.

If currently enrolled at Randolph College, have you tried tutoring? _____

If so, how often have you scheduled tutoring sessions? _____

Which type of tutoring have you scheduled?

_____ writing _____ subject _____ strategies

Have you ever received academic accommodations before? Please describe and include when and where you used them.

Please describe the academic accommodations you believe you need at Randolph College, and how they will help reduce the impact of your disability/condition.

Verification: By signing this form, I hereby verify that the information I have provided is true and accurate.

Student Name (Print)

Student Name (Signature)

Date