



STEPS FOR REQUESTING ACCOMMODATIONS

Accommodations cannot be provided if they are not specifically requested. It is the responsibility of the student to request an accommodation and to follow the processes set forth in the Redstone College policy. No one at Redstone College is aware of your needed accommodations when you enroll in school unless you contact your Campus Disabilities Coordinator. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one. A student who requests an accommodation after classes begin may not have his or her previous coursework reexamined or expunged even if the student can show that he or she had a disability at the time of the coursework in question.

PHASE 1: CERTIFICATION

- **Complete and submit a Request for Accommodation form** to the Campus Disabilities Coordinator **at least six weeks prior to the start of the term.** This form may be obtained from the College Disabilities Coordinator or accessed at www.redstone.edu/ADA.

Redstone College will make all reasonable efforts to respond to a Request for Accommodation and arrange for any granted requests before the term commences. However, Redstone cannot guarantee that all requests will be resolved by the first day of class. **A student who submits a Request for Accommodation with insufficient time for the College Accommodation Committee to consider and resolve a request before the term commences, may opt either to attend classes without the requested accommodation or to delay attending classes until the request is decided.**

Students eligible for funding from the vocational rehabilitation agency in their home state are encouraged to seek such funding. If such funding is unavailable, if the student does not wish to seek it, or the full costs of funding are not available through the state, Redstone College will assume the differential expense or full expense of the accommodation for the course-related activities of qualifying students. A list of Vocational Rehabilitation Agencies can be found at www.redstone.edu/ADA.

PHASE 2: NOTIFICATION PHASE

- **Notification**

Upon determination by the College Accommodation Committee of the proper accommodation, the committee will notify the student, the Campus Disabilities Coordinator, and the Campus Director of Education of the granted accommodation. The Director of Education, in turn, works with the relevant faculty members to ensure that granted academic accommodations are carried out properly for the student for each term.

At this point it is suggested you schedule an appointment with your Campus Disabilities Coordinator to discuss the accommodation granted. If your accommodation request has been denied, please see the Appeals Process link on the main Disabilities Services web page at www.redstone.edu/ADA.