



**ACADEMIC LEARNING CENTER**  
610-921-7662, <academiclearningcenter@alb.edu>

### **ACCOMMODATIONS CHECKLIST**

In order to successfully complete the process of requesting disability accommodations at Albright College, the following steps must be taken. *Note that accommodation requests must be renewed each semester for the particular classes you will be taking.*

#### **Step One:**

- Read all of the accommodations information packet and sign and submit the following:
  - Verification form
  - Accommodations Registration form
  - Part One of the Information Release Form
- Submit to the ALC full documentation of the disability for which you seek accommodation (see Documentation Standards).

*The accommodations process will not move forward, and no information can be released to your professors, until Step One is completed.*

#### **Step Two:**

- Schedule an appointment with the director of the ALC to discuss your accommodation needs.
- After approval, the ALC will prepare letters for each relevant professor – you must pick up these authorized accommodation letters from your campus mailbox.
- Deliver the accommodation letters to the relevant faculty members. It is *your* responsibility to hand-deliver the letters to your professors immediately after receiving them.
- Schedule an appointment with each relevant faculty member and your advisor(s) to briefly discuss your disability and accommodation needs. If the professor has questions, s/he should contact the ALC as soon as possible, and so should you. The ALC can assist the professor in carrying out the accommodation or suggest alternatives that the professor feels are reasonable.
- If you have been granted testing accommodations, see the “Testing Accommodations” information sheet and follow those instructions carefully, especially regarding scheduling.
- If you will be using books on tape as an accommodation, please read and make sure you understand the policy.

*If you have any questions about any aspect of this process, contact the ALC.*

**Appeal/Grievance Process:** A student who disagrees with the appropriateness of a decision regarding accommodations should speak with the Director of the Academic Learning Center to resolve the issue. If a satisfactory resolution cannot be reached, the student should appeal to the Enrollment Development Committee (EDC), via a letter to the Dean of Undergraduate Studies. If, however, the accommodation decision under appeal was one that originated with the EDC, for example denial of a foreign language substitution, then the next appeal should instead be directed to the Provost, again via a letter to the Dean. If a satisfactory resolution is still not reached, the student should then request an appointment with the College’s Affirmative Action Officer, who is the Director of Human Resources, for a final determination.