

Student Request for Accommodations

Caution: Once you complete this form, you need to print a copy. You can print to PDF to save it or print a hard copy. Once completed upload a copy to [Document Dropbox](#). You will be notified via email or phone once the request has been reviewed.

Student Information

Full Name:

MCC ID# or Date of Birth:

Contact Phone Number:

Preferred Email:

Type of Accommodation Requested:

Reason for Accommodation Request:

Purpose for Accommodations:

Term for Accommodation Request:

Requested Type:

Section A: For Renewal Requests Only

(If you are submitting a request for new accommodations please skip to section B)

Students who do not disclose the need for services will not receive updated Letter of Accommodations (LOA). LOAs are only considered valid for one term. It is important to note that accommodations are not retroactive and only go into effect once The Center for Teaching and Learning is able to review the students request and create a new term accommodation.

By completing the form below, you are informing The Center for Teaching and Learning that you wish to renew accommodation services.

If you have an accommodation question or concern, you may indicate what they are in the space designated below.

Student Electronic Signature:

Date:

Section B: For New Student Request Only

(If you are submitting a request for accommodation renewal only complete section A)

Tell us about your educational goals:

Please explain your current situation and how it is impacting your ability to learn.

Please list the accommodations you have had in the past.

Include anything additional you would like The Center for Teaching and Learning to know regarding your request for accommodations:

Student Attestation

I understand that if the Center for Teaching and Learning approves my request for accommodations, I will receive a Letter of Accommodation (LOA) detailing eligibility and the reasonable accommodations that have been established. I understand that the assignment of accommodation is provided to ensure equitable access to courses and does not guarantee a passing grade in any course. I further understand, that I am responsible for informing an Academic Advisor or the Center for Teaching and Learning on the quality of services received, or lack thereof.

I understand it is my responsibility to **request a renewal** of service every semester.

I grant the College permission to release notice of my accommodations to my instructor(s) and other relevant individuals for the purpose of facilitation an accommodation(s).

For ADA/504 Accommodations:

I understand that in order for The Center for Teaching and Learning to verify my disability, as well as the functional limitations of my disability for which reasonable accommodation may be required, The Center for Teaching and Learnings must obtain current, comprehensive, and complete documentation from a certified professional. I understand it is my responsibility to provide this documentation.

For Compassionate Care Accommodations:

I understand that in order for The Center for Teaching and Learning to verify my statements for which reasonable accommodation may be required, The Center for Teaching and Learnings may request supporting documentation. I understand it is my responsibility to provide this documentation.

For Pregnancy-Related Accommodations and Temporary Accommodations:

I understand that in order for The Center for Teaching and Learning to verify my condition, as well as the functional limitations for which reasonable accommodation may be required, The Center for Teaching and Learnings must obtain current, comprehensive, and complete documentation from a certified professional. I understand it is my responsibility to provide this documentation.

For the purpose noted above, I hereby authorize release of information from my reports to authorized personnel at Mohave Community College.

Student Electronic Signature:

Date:

Supporting Documentation

Please attach supporting documentation when submitting this form via email to Access@mohave.edu.

Documentation should be prepared by a qualified evaluator, that substantiates the condition/reason outlined above. All information related to an accommodation request is treated as confidential and may be disclosed only to those with a genuine "need to know," consistent with the College's policy and federal laws.

If more documentation is necessary, you will be notified.