

Procedures for Students Requesting Services

All students admitted to Lincoln University who identify themselves at the Office of Access & Ability Services will receive an **Accommodation Request Form**. Students with disabilities wishing to request special accommodations must submit the Accommodation request form, along with documentation, to the Coordinator in the Office of Access & Ability Services, as soon as possible. A **Permission for Release of Information Form** may be acquired by the Coordinator to assist students in their acquisition of appropriate documentation. The following procedures usually take place upon receipt of documentation:

The Coordinator will verify the receipt of the Accommodations Form and Documentation. In conference with student will verify the nature of the disability and how it might impair the student academics. Letters of accommodations are generated for the student to submit to each Instructor. Returning students are sent a letter at the beginning of each semester of enrollment as a welcome and reminder of their role in securing and monitoring the receipt of appropriate accommodations.

During the third week of each semester or term, the Coordinator will conduct a conference by phone or in person with each student concerning their

adjustment to Lincoln University and their overall academic performance.