

## Continuing Education

### Accommodation Policies and Procedures

1. The Disability Resource Center (DRC) will assist the Continuing Education Department with facilitating disability accommodations. To initiate services, all new students must schedule and participate in an **intake appointment** lasting about an hour. This provides an opportunity for discussion of approved accommodations and accommodation implementation.
2. Returning students must schedule a start-of-term meeting each term enrolled, typically lasting 30 minutes or less. **Students should meet with a DRC professional no later than the end of the first week of the classes.**
3. At both the intake and start-of-term meetings, students will be provided with accommodation letters for the current semester, and have an opportunity to discuss accommodations and related issues. Students will receive a “Master” copy of their accommodation letter as well as additional copies for each instructor. This Master copy should be signed by each instructor from whom accommodations are requested.
4. The provision of accommodations is a shared responsibility between continuing education instructors and students. Therefore, it is vitally important that students meet personally with instructors as early as possible to discuss implementation of accommodations. This will help to insure that accommodations are instituted in a timely manner. **NOTE: Instructors are not obligated to provide accommodations until receiving a student’s accommodation letter.**
5. Students should make an appointment to present and discuss the accommodation letter with each instructor in whose class accommodations are needed. This meeting is an excellent opportunity to discuss specific testing accommodations and to explore options if there are scheduling conflicts or other logistical problems.
6. Students approved for accommodations such as interpreters, alternative text formats, special seating, Braille, arrangements for personal assistants, use of equipment/technology, relocation of classrooms, note-taking services, or other accommodations requiring prior *arrangement must request these as early as possible directly from the Continuing Education department for implementation.* Failure to request services in advance may result in delay of services.

7. Services are not retroactive. Until students are officially registered, the DRC cannot intercede with academic outcomes.
8. Students seeking a review and possible adjustment of approved accommodations should submit a completed "**Accommodation Review Form,**" which is available on the DRC website or in the DRC office. Students may also request an appointment for further discussion of their accommodations. Additional documentation may be required to support revised accommodations.
9. Students who are approved for testing accommodations must coordinate implementation of such accommodations directly with the instructor for the course or the continuing education program.

**If at any time students have any questions or concerns regarding accommodations, they may reach out to the Disability Resource Center for assistance by contacting 678-466-5445 or [disabilityresourcecenter@clayton.edu](mailto:disabilityresourcecenter@clayton.edu)**

By signing below, I acknowledge the following:

- I have read and understand the policies and procedures explained above.
- I was given the opportunity to ask questions and receive clarification.
- I understand that this is an abbreviated version of the policies and procedures.
- I understand that the DRC's ability to provide reasonable accommodations is contingent upon my adherence to these policies and procedures.
- I have received a copy of this document.

---

Student Name (Printed)

---

Student Signature

Date

---

DRC Staff Member Signature

Date