

MANHATTAN

CHRISTIAN COLLEGE

Academic Accommodation Notification Procedure

1. Student notifies Manhattan Christian College (MCC) of documented learning disability requiring academic accommodations.
2. Student supplies a copy of documentation of diagnosis and/or Individualized Education Plan (IEP) from student's high school to the Retention and Learning Skills Coordinator (RLSC).
3. Student signs Disability Release Form, giving the RLSC the ability to notify his/her course instructors and other appropriate Manhattan Christian College staff about his/her learning disability.
4. Student may opt to notify instructors of eligibility for academic accommodations in one of two ways:
 - a. Student may request that the RLSC schedule a meeting between the student and all MCC faculty and staff members involved.
 - b. Student may opt to communicate with professors individually at a time and location of the student's discretion.
5. Based on discussion at meeting and student's high school IEP, the RLSC will summarize agreed-upon academic accommodations and distribute to student's instructors.
 - ***Instructors are required to comply with these academic accommodations if the student requests them.***
 - ***The student is responsible for requesting these accommodations, either from his or her course instructors or from the RLSC.***
6. Student will contact the RLSC about any related issues that arise during the semester.
7. The RLSC will notify all of the student's instructors at the beginning of each subsequent semester, requesting that instructors comply with academic accommodations agreed upon at initial meeting if requested by the student.

I, _____ (print name) hereby acknowledge that I have provided the school with any necessary documentation regarding my disability. I have also met with the RLSC to complete the above process in order to receive academic accommodations from MCC.

Student Name (Print)

Student Signature

Date