

Dear Prospective Student:

It is the policy and practice of Centenary College to comply with the Americans with Disabilities Act (Pub. L. No. 101-336), Section 504 of Rehabilitation Act of 1973 (Pub. L. No. 93-112, & 504, as amended), and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Centenary College. Reasonable academic accommodations are provided to students with documented disabilities so that these students are viewed according to their abilities rather than their disabilities. *Accommodations offered by Centenary may not necessarily be the same as those received in high school or at another college or university.*

Students who are seeking support services and accommodations for a specific disability must register with the Office of Disability Services (located in the Centenary Counseling Center). The first step in the registration process is to complete and return the Request for Accommodations Form and the Confidentiality Statement. Documentation regarding the disability should be submitted directly from the provider. Students who choose to attend Centenary College will need to complete additional forms and follow additional procedures in order to complete the registration process with the Disability Services and receive reasonable and appropriate accommodations. The Disability Services notify prospective students regarding accommodations as soon as possible after receiving all necessary information. The accommodations determined for prospective students are considered preliminary and will not be finalized until the student has committed to Centenary and has finished the registration process with the Disability Services.

### **Guidelines for Documentation of a Disability**

Students who are seeking support services and accommodations for specific disability may be required to submit documentation to verify eligibility for services and accommodations under Section 504 of the Rehabilitation Act of 1973 (Pub. L. No.93-122, & 504, as amended) and the Americans with Disabilities Act (Pub. L. No. 101-336) dependent upon the student's disability. It is the student's responsibility to pay any cost incurred through the appropriation of evaluations and documentation of the student's disability. All documentation must be sent to Centenary directly from the appropriate school or professional, rather than from the student or the student's family. If a student and/or diagnostician wish to discuss the documentation guidelines he or she can call the Disability Services office at (318) 869-5466 or 5424.

Included on this site are guidelines for specific disabilities and are provided to help assure that the documentation of a disability is appropriate to determine eligibility for services and accommodations. The accommodation process is an interactive process between the staff and the student. Accommodations are determined on an individual basis and may not be the same as those provided elsewhere.

Students who submit documentation that is incomplete or does not follow the documentation guidelines **will** be asked to submit documentation in accordance with the following documentation guidelines and **will** delay the determination of accommodations.

**All documentation should be submitted to:**

**Disability Services  
P.O. Box 41188  
Shreveport, LA 71134-1188  
Fax: (318-841-7235)**

### **Supportive Documentation**

The following is a list of documentation that Centenary College, Disability Services has found to be useful in determining appropriate accommodations. While you are not required to submit this information, it may be helpful in the accommodations process.

A copy of the most recent IEP;

A copy of approved accommodations for standardized examinations (e.g., ACT, SAT, GRE, LEAP);

A letter from the previously attended school, college, or university that includes a detailed account on accommodations granted;

A copy of transcripts or other grade reports from former educational institutions.

**Note:** This list is not intended to be exhaustive but merely a suggestion of additional documentation that may support the requests for specific accommodations.

Determination of disability will be made on an individualized, case-by-case basis. Whether a substantial limitation upon a major life activity exists, depends upon an analysis of (1) the nature and severity of the impairment, (2) the duration of the impairment, and (3) the permanent or long-term impact of impairment.

**Request for Accommodations**

**Name** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

\_\_\_\_\_ **Email** \_\_\_\_\_

**Previous School Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Previous School Address** \_\_\_\_\_

**Please indicate your major (if known):** \_\_\_\_\_

**I am requesting accommodations from Centenary College because I have:**

**(Check all that apply)**

- Attention Deficit Disorder
- Physical Disability (specify) \_\_\_\_\_
- Learning Disability
- Psychiatric Disability
- Other Disability (specify) \_\_\_\_\_

In the space below and on the back of the sheet, list and explain each of the accommodations you are requesting. Please be as specific as possible. [For example, if one of your requests is extended time for in class exams, specify the amount of additional time (e.g. 1.5x)].

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**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

***We recommend that you make a copy of this form for your records.***  
*(Please submit this document with the Confidentiality Statement)*