



ADULT STUDENT Disability Accommodation Request

REQUESTS MUST BE INITIATED BY THE INDIVIDUAL WHO REQUIRES THE ACCOMMODATION(S) AND MUST INCLUDE SUPPORTING DOCUMENTATION OF YOUR DISABILITY.

Documentation must be from a qualified professional who diagnosed or helps you manage your disability. Academic accommodation(s) will be provided on an individual basis and will be based on the student's functional limitations. Submit this form to your Campus Counselor or Student Disability Services.

Documentation attached? Yes No

Student Full Name: _____ **Date:** _____

Contact Phone: _____ **Contact Email:** _____

Program/Class Enrolled: _____ AM PM Evening

Campus: _____ **Start/End Dates:** _____

Disability Requiring Accommodation: _____

How does your disability affect your learning?

What Accommodation(s) are you requesting? Describe how you've used them in previous academic settings.

I hereby submit this form in support of a formal request for accommodation as covered by the Americans with Disabilities Act. I understand that my request will be considered in a manner compliant with law and Tulsa Tech's Board of Education Policy Manual Section 10-Students and Section 11-Discrimination.

Adult Student Signature (Print Name and Sign) Date Special Services Coordinator Signature Date

Instructor Signature Required Date Campus Counselor Signature Date

Accommodation Review and Follow-up:

Date: _____

Meeting Notes: _____

Date: _____

Meeting Notes: _____

Participants Initial Here: _____

Tulsa Tech does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Pam Winterscheidt, Chief Human Capital Officer may be contacted by phone (918) 828-5081, email pam.winterscheidt@tulsaitech.edu or by appointment in person 3638 S. Memorial Dr. - 4th Floor and Michelle Metcalf, Assistant Director, Student Services - 504 Coordinator. Ms. Metcalf may be contacted by phone (918) 828-5295, email michelle.metcalf@tulsaitech.edu or by appointment in person 3638 S. Memorial Dr. - 1st Floor.