APPLYING FOR ACCOMMODATIONS

It is important as a student interested in receiving accommodations at UMFK to understand the process, and the purpose for granting accommodations. The Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Maine Human Rights Act are federal and state mandates that give individuals with disabilities equal access to education and employment opportunities. It is important for each student to recognize that they are responsible for starting this process and completing all the steps outlined below.

<table>
<thead>
<tr>
<th>All materials need to be sent to Jessica Daigle</th>
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<tbody>
<tr>
<td>Fax</td>
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<tr>
<td>207-834-7517</td>
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NEW REQUESTS

Submit Medical Documentation

Students are encouraged to use the Documentation of Disability And Accommodation Need form. The documentation should meet the following criteria:

- The diagnosis must be clearly stated.
- The information must be current.
- Educational, developmental or medical histories are provided as necessary to the diagnosis and recommendations.
- The diagnosis should be supported in terms of criteria, symptoms and areas of limitations.
- The functional limitation should be described.
- Recommendations for accommodations must accompany the documentation.
- Provider’s credentials are clear and the document is signed by the provider.

Complete the Request for Accommodations form

This form can be accessed online at:

https://mycampus.maine.edu/group/umfk/accessibility-accommodations

Read & Sign the Rights and Responsibilities form

This form can be accessed online at:

https://mycampus.maine.edu/group/umfk/accessibility-accommodations

Meet with the Accessibility Coordinator

Appointments can be made by going to this booking site:

https://jessica-counseling.youcanbook.me/

REAPPLYING FOR SERVICES

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Return all Materials

All materials need to be completed and returned to the Accessibility Coordinator. Students reapplying for accommodations MAY need to meet with the Accessibility Coordinator if there are any changes.

PLEASE NOTE

- Students are encouraged to apply for accommodation prior to the start of each semester.
- Accommodations are NOT retroactive.
- Students are required to communicate any changes to the Accessibility Coordinator as soon as possible.

Accommodations are reasonable unless they:

- Alter or remove essential requirements.
- Fundamentally alter the nature of the program.
- Impose undue financial or administrative burden.
- Pose a threat to others.