



Office of the Registrar
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SPECIAL ACCOMMODATION REQUEST FORM

The Special Accommodations Coordinator has been designated by Graduate School USA (GSUSA) to assist students with disabilities. Federal Law prohibits the Special Accommodations Coordinator from making pre-admission inquiries about disabilities. In order to provide accommodation assistance, students with disabilities should identify themselves in a timely manner, minimally one month before the student is scheduled to attend a class or begin course work. Please remember that any information you provide is strictly voluntary and will be kept confidential.

Students requesting accommodation services are responsible for providing current documentation from a qualified medical or health care professional verifying the disability and its impact on the learning experience or academic performance.

In order to facilitate your learning experience at GSUSA, we ask for you to complete the following information and return this form along with appropriate disability documentation to the Special Accommodations Coordinator.

Please complete the following:

Name: _____ SSN#: _____
(Last Name, First Name, Middle Initial)

Address: _____
Street/P.O. Box City State Zip Code

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Month of Birth*: _____ *Sex: ___ Male ___ Female *Ethnicity: _____

* For statistical purposes only

Email Address: _____

Program of study or class: _____

Have you requested Disability Services in the past? ____ Yes ____ No

If so, when? _____

Please answer by checking the appropriate response:

Do you have a disability that substantially limits one or more major life activities? ____ Yes ____ No

What is the nature of the disability? (Check all that apply)

- Deafness () ASL () ENG () PSE
- Blindness
- Mobility Impairment
- Traumatic Brain Injury
- Medical
- Temporary
- Note Taker

- Hard of Hearing
- Visual Impairment
- Learning Disability
- Attention Deficit Disorder
- Psychiatric
- CART Transcriber
- Other: _____

What major life activity is involved? (Check all that apply)

- Reading
- Talking/Speech
- Math
- Physical activities

- Writing
- Walking
- Climbing stairs
- Other: _____

How does this disability affect you in an educational setting?

Please submit this completed form along with supportive documentation to:

Special Accommodations Coordinator, Graduate School USA, 600 Maryland Avenue SW, Suite 180, Washington, DC 20024. The Special Accommodations Coordinator may be reached at (202) 314-3654 and by TDD at (888) 744-2717.

Please read and sign below:

It is the student's responsibility to make a disability known and to provide appropriate documentation from a medical or other health care professional describing a diagnosis, limitations, and recommended academic adjustments and/or auxiliary aids.

It is the student's responsibility to request services in advance of a class or course of study.

It is the student's responsibility to keep instructors and Special Accommodations Coordinator informed of implementation and effectiveness of an academic adjustment and/or auxiliary aid.

The student understands that academic adjustments and/or auxiliary aids are not automatically granted.

The student understands that providing accommodation may involve substantial costs to GSUSA and that student cancellation of the class or course may result in GSUSA seeking reimbursement of such expense from the student or the student's employer if the employer is funding the class or course on behalf of the student.

Students registered with special accommodations must adhere to GSUSA student behavior guidelines set forth in GSUSA publications including the GSUSA Student Handbook.

My signature below certifies that the information provided is accurate and acknowledges that I am fully aware of my responsibilities as it relates to my Special Accommodation Services request. My failure to follow these guidelines may result in a delay or interruption of services.

Student's Signature

Date

Graduate School USA is committed to equality of educational opportunity and does not discriminate against applicants, students, or employers based on race, color, national origin, religion, sex, or disability.

If you are registering for a course, please provide the information below:

Course Title:	Course Code:	Start Date:
Course Location:		
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Course Location:		
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Course Location:		
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