Request for Accommodations Procedures

Students with disabilities may request accommodations for the classroom, food service or for participation in the overall college environment by completing an Accommodations Request Form. This request requires documentation of a substantially limiting condition from a physician or other appropriate professionals.

Please complete the following three forms and submit to the Office of Student Affairs:

- PART I: Student-completed form: Accommodations Request
- PART II: Student-completed form: Permission for Release of Information
- PART III: Student and physician-completed form: Documentation of Disability-Related Need for Accommodations. In addition to this form please attach any assessment tests used to make the diagnosis.

Students must meet to discuss the continuation of accommodations with the Assistant or Associate Dean of Students each semester for classroom accommodations, and each year for housing or food service accommodations.

Application Process:

1. The Assistant or Associate Dean of Students reviews all requests for accommodations.
2. Consultation will occur with the Housing Accommodations Committee that includes staff from the food service, Health and Wellness Center, Residential Life and/or other professionals as needed.
3. The Office of Student Affairs will notify the student about the outcome of the decision via email.
4. The Office of Student Affairs will notify the appropriate campus faculty and staff of the approved accommodations.

Submit to:
Office of Student Affairs
Macalester College
1600 Grand Ave.
St. Paul, MN 55105
studentaffairs@macalester.edu
FAX: 651-696-6630