How to Apply for Accommodations

The Office of Disability Services (ODS) requires that all students who apply for academic accommodations, such as extended test time, provide official documentation sent directly from the diagnosing agency to ODS, Palumbo Academic Center, first floor. Documentation should include documentation of the disability by a licensed professional and a statement concerning resulting limitations and recommended accommodations.

The documentation for diagnosis of a disabling condition and the functional limitations experienced by the student will be reviewed by the professional staff.

Staff will determine the appropriate, reasonable academic accommodations, if any, for each student on an individual, case-by-case basis. A diagnosis of a disorder, condition, or syndrome in and of itself does not automatically qualify an individual for accommodations.

A student with psychological diagnosis must provide documentation prepared by a licensed mental health professional, psychologist/psychiatrist, physician, detailing the current diagnosis of a disabling condition and the impact such condition will have on the student's academic activities. It is recommended that students with psychological disabilities be reevaluated yearly to maintain an updated profile of their condition and academic needs.

Official forms for students to provide to his/her doctors/physicians or diagnosing agencies will be provided by the ODS office. Completed forms must be mailed or faxed directly to Dr. Harvey Kanter, Gannon University, Office of Disability Services, Palumbo Academic Center, 109 University Square, Erie, PA 16541: fax 814-871-7499