

Gaston College- The Counseling Center

Instructions for Requesting Accommodations

1. Students who need reasonable accommodations based on a documented disability or special need are responsible for requesting the accommodations with personnel in The Counseling Center at Gaston College, Dallas campus. Further information can be provided by Amy Davis, Special Needs Counselor, (704) 922-6224. davis.amy@gaston.edu. Or, visit the Counseling Center website for specific guidelines on required disability documentation: www.gaston.edu/admissions/disabilities.html#guidelines
2. Before accommodations can be made, students must provide a counselor with three items:
 - Documentation, no older than three years, describing the disability and/or condition. Documentation must be provided by a licensed physician and/or a psychiatrist or psychologist, or appropriate agency and should provide a comprehensive evaluation of all disabilities that impact a student's learning, as well as suggested accommodations that are specific to the student's learning needs. Documentation must be presented on official letterhead, dated, and signed. Prescription notes, IEP's, or 504 plans are *not* accepted as appropriate documentation, but may be included as part of the comprehensive evaluation.
 - A completed **Consent for Release of Confidential Information** form;
 - A completed **Accommodations Notification** form, prior to the beginning of each semester. All three items must be received at least three (3) days before the beginning of the academic semester.
3. When completing the **Accommodations Notification** form, the student will discuss reasonable accommodations with a counselor. The Counselor will complete the **Accommodations Notification** form with the assistance of the student.
4. Gaston College promotes student self-advocacy. Students will be advised to discuss reasonable accommodations with each of their instructors. This philosophy promotes independence and develops the skills that students will need to function successfully in future work settings.
5. The Counseling Center will send a copy of the **Accommodations Notification** form to the appropriate instructor(s). The Special Needs Counselor is available for faculty consultation and meetings with students and faculty upon request.
6. The Counseling Center will maintain copies of all documentation and disability correspondence in the student's confidential file located within the Counseling Center.