



UNIVERSITY OF
GEORGIA
Center for Continuing
Education & Hotel

Accommodations

The University of Georgia Center for Continuing Education is committed to providing equal access to continuing education programs for students living with permanent or temporary disabilities.

How to Request Accommodations

Individuals interested in enrolling in continuing education courses can request accommodations by providing appropriate documentation from a licensed or certified professional with expertise in the specific disability. Requests must be made at least 3 weeks prior to the start of each course.

- Documentation requirements include:
 - A diagnosis of the disability
 - Symptoms of the disability and how the disability could impact you in a learning environment
 - Expected duration of the disability or condition
 - Suggestions for accommodations or appropriate support services
- Documentation should be submitted by a healthcare provider and include:
 - Provider's contact information
 - Provider's area of specialty
 - Provider's license number
 - Signature/electronic signature
- Documentation can be submitted in one or more formats, including:
 - [The University of Georgia Center for Continuing Education Documentation Request Form](#), filled out by a healthcare provider – send this directly to Kim Hutto, Associate Director, kim.hutto@georgiacenter.uga.edu. This can also be faxed to our secure fax number 706.542.6596.
 - Psychoeducational evaluation or neuropsychological assessment
 - A letter, on official letterhead, written by a healthcare provider

- A visit summary, discharge papers, or other medical summary
- As a form of supporting documentation, which would need to be accompanied by one of the above formats, you may also submit information related to previous accommodations in K-12 and/or college, including 504 Plans, Individualized Education Plans (IEPs), standardized testing accommodations, or previous college accommodation letters.
- Please email this documentation to Kim Hutto, Associate Director, kim.hutto@georgiacenter.uga.edu directly.
- In addition, please note the following:
 - Your request and documentation will be reviewed to determine your eligibility for services
 - You will receive notification from Kim Hutto once a decision has been made—typically within five working days, provided all documentation submitted is complete.
- Kim Hutto will subsequently notify your instructor(s) of all approved accommodations. Details of your medical documentation are held in strictest confidence and will not be shared with instructors.

Types of Accommodations

Accommodations are personalized to meet the needs of each University of Georgia Center for Continuing Education student based on the information specified in their current, verifiable medical documentation.