



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. However, requests can be submitted and reviewed at any time.

- 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

\_\_\_\_\_ I authorize the disability coordinator to discuss my documentation with the clinician who authorized the documentation or other qualified personnel, should further clarification be required. *(By initialing here, I am authorizing the disability coordinator to discuss my documentation with the clinician who authorized the documentation or other qualified personnel, should further clarification be required)*

- 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 to [questions@georgiacenter.uga.edu](mailto:questions@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 [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu). This can also be faxed to our secure fax number: 706.542.6596.
  
- In addition, please note the following:
  - Your request and documentation will be reviewed as part of a collaborative/interactive process to determine your eligibility for services.
  - You will receive notification once a decision has been made—typically within five working days, provided all documentation submitted is complete.
  
- Your instructor(s) will be notified of all approved accommodations. Details of your medical documentation are held in strictest confidence and will not be shared with instructors. □

## **Types of Accommodations**

All accommodation requests are evaluated on an individualized basis via an interactive process with the student and their disability coordinator. There is no “one-size-fits-all” approach. Each student’s situation is reviewed based on their specific needs.

## **Accessibility Accommodation Appeals Guidance**

You may appeal from any accommodation decision denying an accommodation request in full or in part. You also may appeal from a decision concluding that you are not eligible for a disability accommodation because you have not established that you have a disability.

The appeal process is intended to provide students with the opportunity to bring forward questions regarding substantive or procedural errors or

evidence of bias that occurred during the accommodation review process. The appeal process is not intended to initiate a new accommodation review process at a higher level.

Additional information can be found here: [Accessibility Accommodation Appeals Guidance | \(uga.edu\)](https://www.uga.edu/accessibility/accommodation/appeals-guidance)