



## Study Abroad Disability Accommodation Request Form

### Grand Valley State University

The Accommodation Request Form is meant to communicate and document the specific accommodation needs of the student with a disability. With the help of the Office of Disability Support Resources (DSR) at GVSU, review the request form and determine the appropriate accommodation needs. After completion with DSR, the form will then be delivered to our Study Abroad Adviser and possibly the overseas program representative/program provider. If the form is sent overseas, the program provider or overseas contact will evaluate the accommodations that can be provided and how they will be implemented. The Study Abroad Adviser and/or other PIC staff member will then communicate the information to the student as needed.

Student's Name: \_\_\_\_\_ Student's G Number: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Study Abroad Program: \_\_\_\_\_  
GVSU Study Abroad Adviser: Meaghann Myers-Smith Email: myersmea@gvsu.edu  
Phone: 616-331-3898 Fax: 616-331-3899

#### Instructions for Disability Support Resources Staff

- With the student, please review the disability request form.
- Please indicate what the student's need areas are and what accommodations DSR recommends for the student's participation during their education abroad experience.
- Please provide any possible alternative solutions to best match the student's accommodation needs in a different environment.
- Even if the student does not require disability accommodation, please notify Meaghann Myers-Smith of the student's disability.
- Once the form is complete, please forward it to the Padnos International Center by: Fax: 616.331.3899 or Email: myersmea@gvsu.edu.

## Instructions for the Padnos International Center

- The Padnos International Center Adviser should review the form and conduct research on the reality of the program site and its accessibility for the student and converse with DSR about what accommodations may look like.
- The Padnos International Center may consult with the program director during this process. If not required, the student's identity (name, G#) will not be shared with program director/on-site coordinator until after the student has been screened for program participation.
- Notify the student of available accommodations. If the necessary accommodations are not available, discuss alternative options with the student.

## Instructions for Program Director/on-site Coordinator

- Please review the student's accommodation request needs.
- Respond in writing to indicate the accommodations that you feel you can provide the student.
- If you are unable to provide the necessary accommodations, if possible, please provide alternative suggestions for the student.
- Please Fax: 616.331.3899 or Email: myersmea@gvsu.edu your response to Meaghann Myers-Smith.

## Accommodation Information

*(this portion should be completed by both a DSR staff member and the GVSU student)*

Student's Name \_\_\_\_\_ G# \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Study Abroad Program (if known) \_\_\_\_\_ Program Dates \_\_\_\_\_

Padnos International Center Contact Person \_\_\_\_\_ Meaghann Myers-Smith

Telephone \_\_\_\_\_ 616-331-3898 \_\_\_\_\_ Fax \_\_\_\_\_ 616-331-3899

Email \_\_\_\_\_ pic@gvsu.edu \_\_\_\_\_

DSR Staff Completing the Form \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

The following is for the DSR Staff member to complete

Based off of the interactions with the student, please describe the nature of the student's disability and the impact it may have on the student's participation in a study abroad program (i.e.: functional limitations).

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The following questions are meant to provide sufficient information regarding the physical or mental disability accommodation needs of the student to the Padnos International Center, GVSU faculty, our on-site partners, or third party providers when necessary. This is essential for us to provide the student with the most appropriate program match for their professional, educational, and personal goals in selecting a program.

1. Describe any disability assistance recommended under each category listed below (i.e.: extra time, additional assistance, classroom requirements)
  - A. Classroom accessibility
  
  - B. Communication
  
  - C. Taking notes during class
  
  - D. Reading text required for class
  
  - E. Completing Exams
  
2. Identify any housing accommodation recommendations regarding the student's disability.
  
  
  
  
  
  
  
  
  
  
3. Identify any transportation accommodation recommendations regarding the student's disability.
  
  
  
  
  
  
  
  
  
  
4. Identify any health care accommodation recommendations regarding the student's disability.



I give permission to GVSU staff to inform the necessary faculty, staff, and international partners regarding my disability and accommodation needs (when needed) in order to ensure my study abroad program requests are appropriately pursued for an influential study abroad experience. I understand that it may be possible to identify additional needs once I arrive on site and it is my responsibility to inform Disability Support Resources of the needs that arise, if I am hoping for their accommodation. The Padnos International Center will attempt to accommodate the needs that I have, however, I understand that it may not be possible to have all of my specific accommodation needs met in the location or program where I am attempting to study abroad. The Padnos International Center will look at providing the best opportunity for my accommodation needs.

May we keep your name and personal contact information on file for GVSU students who may be interested in your study abroad experience? Yes \_\_\_\_\_ No \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_