

## Accommodation Request Process

*-Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) requires students with disabilities at post-secondary institutions to identify themselves and their need for services to the institution. Disclosure of disability-related information is voluntary but necessary if a student requests accommodation.*

*-The Fair Housing Act (FHA) makes it unlawful for a housing provider to refuse to make a reasonable accommodation that a person with a disability may need in order to have equal opportunity to enjoy and use a dwelling.*

Glenville State University is committed to the full participation of students in all aspects of college life, including academic success, dining, and housing.

### **Procedures for Requesting Accommodations:**

Students are required to:

- 1) Complete and submit an Accommodation Request Form.
- 2) Meet with the Accommodations and Accessibility Counselor to discuss the accommodation request process and possible options.
- 3) Submit documentation:
  - a) Have the appropriate portion of the Accommodation Request Form completed by their licensed/qualified medical provider OR
  - b) Have the associated healthcare provider submit a letter including a diagnosis and symptoms that affect their college experience and academic success.
- 4) Ensure that provider documentation is submitted to a Pioneer Support Counselor. Please note that Pioneer Support may ask for additional information from the student and/or their provider.
- 5) Request an Accommodation renewal each year.

### Accommodation Review Committee:

When necessary, a committee of affected campus services may need to collaborate on accommodations. This committee may consist of members from a combination of different campus offices, including, but not limited to Pioneer Support, Faculty, Residence Life, Aramark, and/or the Office of Business and Finance.

### The Committee will:

- Determine if additional information is needed to assess the requested accommodation(s).
- Collaborate with the student to determine what accommodation(s) would be appropriate to meet the student's needs.
- Promptly communicate its decision to the student in writing via GSU email.
- If necessary or appropriate, discreetly notify all affected or associated campus units.

If you have any questions about this process or if you need file a grievance or appeal concerning accommodations, please contact [Pioneer.Support@glenville.edu](mailto:Pioneer.Support@glenville.edu) or review the appeal/grievance procedure at <https://www.glenville.edu/sites/default/files/2026-03/accommodation-services-grievance-procedure.pdf>

If returning necessary documentation, please send to:

Pioneer Support  
[Pioneer.Support@glenville.edu](mailto:Pioneer.Support@glenville.edu)

-OR-

Fax: (304) 462-6032

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