



Accommodations Request Form: Office of Disability Services

Instructions:

Review Part I of the form to learn about Student Disability Services at Pacifica Graduate Institute.

Complete Part II of the form and submit Information to:

Disability Services Office, Pacifica Graduate Institute, 801 Ladera Lane, Montecito, CA 93108

E-MAIL: disabilityservices@pacifica.edu

Accommodations Request Form Part I

Disability Services Office: An Overview

Pacifica Graduate Institute is dedicated to making appropriate and reasonable academic adjustments to accommodate the needs of students with disability status in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the requirements of the Americans with Disabilities Act of 1990. All accommodations must be approved by Pacifica Graduate Institute. Pacifica Graduate Institute is not required to provide any academic accommodation that would result in a fundamental alteration of the academic program's requirements.

Accommodations and Support Services

Requests for accommodations are considered on an individual case-by-case basis by taking into account institutional obligations to provide equal access to educational opportunities, documented current functional limitations, and the student's course requirements. It is the student's responsibility to submit all requests for disability-based accommodations in a timely manner. Students may submit information at any time during the quarter. However, it may take 2-3 weeks for the information to be reviewed once all paperwork has been received. Accommodations put into place start upon the date of approval and are not retroactive. Information provided on this form has no bearing on admission determination.

Disability Services Policies, Forms, and Guidelines for Documentation

Information about the Disability Services Office's policies, such as Pacifica Graduate Institute's ADA Policies, Confidentiality, and Service and Assistance Animal Policies can be found at

<https://www.pacifica.edu/student-services/disability-services/>

The Disability Services Office encourages student's requesting accommodations to review the policies prior to sending this form. In addition, all forms and helpful guidelines for documentation can be found on our Disability Services Webpage.

Please be sure to keep a copy of any documentation of disability status for your own records. Such documentation is your property.

Accommodations Request Form Part II

The student is a vital source of information regarding how he or she may be limited by impairment. A student's narrative of his or her experience of disability, barriers, and effective and ineffective accommodations is helpful when establishing disability and a need for accommodation.

In order to provide accommodations and services to students with disabilities, Pacifica Graduate Institute requires a student to provide verification of their disability to the Disability Services Office in addition to the Accommodations Request Form.

Student Contact Information:

Student's Name: _____ Preferred Name: _____

Mailing Address: _____

Phone: _(_____)_____ May we leave a message: ____yes ____no

Program: _____ Track: _____ Class Year: _____

Which quarter are you requesting accommodations to start? _____

Disability Information:

What brought you to the Disability Services Office?

What is your disability or disabilities?

How does your disability impact you as a student?

List any current medications and/or treatments you receive and any related side effects:

Potential Accommodations:

What accommodations/services are you requesting?

What accommodations/services have you used in the past?

Is there anything else you would like to share that may be helpful?

Submit Information to:

Disability Services Office, Pacifica Graduate Institute, 801 Ladera Lane, Santa Barbara CA 93108

E-MAIL: disabilityservices@pacific.edu