



## Notification Process

Accommodation notices are prepared by the Section 504/Title IX Coordinator and are sent confidentially to the student's individual instructor(s) for the current academic term.

The student must meet with each instructor to review implementation of required accommodations. Until this step is completed the student will not have accommodations provided. Accommodations are not retroactive. The Section 504/Title IX Coordinator will assume the accommodations are being provided as needed unless notified by the student.

Following the initial request, the student must request at the end of each academic term that the counselor or campus representative notify the next term's instructor(s) of required accommodations. The student must submit the quarterly notification request in writing to the campus Section 504/Title IX Coordinator or campus representative. Students may view and print the Notification Process form by logging onto the [www.galencollege.edu](http://www.galencollege.edu) website, select a campus, then choose "Student Services," then "Academic Support."

My signature below acknowledges that this process has been explained to me and that I understand my associated responsibilities.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Section 504/Title IX Coordinator signature \_\_\_\_\_ Date \_\_\_\_\_