



# Office for Disability Services

## ACCOMMODATION APPEAL FORM



If you feel that an accommodation authorized by ODS represents a fundamental change in the established learning outcomes of your course, please complete this form and submit it to the Office for Disability Services. Please continue to provide the accommodations while the appeal is being considered.

Instructor's Name: \_\_\_\_\_ Course ID: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Student's Name: \_\_\_\_\_

How does the accommodation change the core requirements of this course? \_\_\_\_\_

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What alternate accommodation do you suggest? \_\_\_\_\_

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*Please attach a syllabus and list the core requirements of the course with an explanation of why these requirements are essential elements of the course. Attach additional sheets as necessary. See the back of this sheet for information on determining core requirements.*

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

The following questions can be helpful in determining essential elements of a course:

- What are the essential components of the course?
- Why are these essential?
- What instructional methods are essential?
- Why are these instructional methods necessary?
- What skills do students need to demonstrate?
- Are the skills or the method of demonstration more important?
- What levels of performance must students show in order to demonstrate mastery of course material?
- If the course is part of an accredited program and/or a licensure program, what skills and knowledge related to the course are required for program accreditation/licensure?

**NOTE:** Essential components should be established through a deliberative process involving input from individuals with appropriate expertise.

Further information is available from the Office for Disability Services:

**Traditional Program** (main campus)  
217.735.7335  
[lcODS@lincolncollege.edu](mailto:lcODS@lincolncollege.edu)  
Lower Level Harts Science Building

**Accelerated Programs** (all locations)  
309.268.4321  
[ncODS@lincolncollege.edu](mailto:ncODS@lincolncollege.edu)  
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