



## Larkin School of Nursing Accommodation Request Guidelines

### Timeline to Request Accommodations

Students who submit current and complete documentation by these dates are given priority in the review process and may expect a decision prior to the first day of classes. Students unable to submit by this date or unable to obtain current and complete documentation, should still submit a request with the understanding that the term may begin without the accommodations in place. Late requests will be reviewed for the next term when availability reopens.

### The last day to submit a request for Spring Term accommodations is November 1st.

Accommodation requests dates for students are:

- Fall Term: July 1st
- Spring Term: November 1st
- Summer Semesters: Six weeks prior to the first day of class.

### Requesting Accommodations

#### 1. Review documentation requirements

All documentation must be submitted with your request form. Documents must be current, complete, and follow the criteria outlined on our website [External Links \(larkinschoolofnursing.com\)](http://larkinschoolofnursing.com)

Review and processing times will be delayed for requests submitted with incomplete documentation and/or without uploading complete and comprehensive information.

#### 2. Gather your email and Student ID

Be sure you have your school email address and LSN ID number

#### 3. Complete the request form

Collect all necessary documentation and complete the Accommodations Request Form ([External Links \(larkinschoolofnursing.com\)](http://larkinschoolofnursing.com)). Once our team has reviewed your submission, you will receive an email to your school account regarding the next steps. Please continually check your email as we conduct our reviews.

### Supplemental Requests

The supplemental request process allows students the opportunity to provide new and different information for consideration when there is a significant change in their medical or psychological conditions.

**Students are not able to use this process to resubmit the same information for consideration of previously denied accommodations.**

Adhering to the deadlines, students must submit the request in writing and provide a detailed explanation for the request.

Supplemental requests are reviewed in the order received and may not be considered until the following semester if a student has previously been through the review process for a given semester or is submitting after the deadline.

To submit a supplemental request:

1. Email Student Services: Yulisa Nunez <yulisan@larkinhospital.com>
2. What additional accommodations are you requesting?
  - Describe the changes in your condition for requesting additional accommodations.

**Contact Information**

**Office of Student Services:**

**Phone:** 305-284-7723

**Email Student Services:** Yulisa Nunez <yulisan@larkinhospital.com>

**Larkin School of Nursing**