



## Transient Student Documentation Instructions

Updated March 2024

The Office of Accessibility and Testing Services establishes academic and/or housing accommodations for students with a documented disability. The Americans with Disabilities Act (ADA) defines a disability as a physical or mental impairment that substantially limits one or more major life activities. The University System of Georgia Board of Regents (USGBOR) requires current and comprehensive documentation for any diagnosis of a disability in order for disability services providers to determine appropriate accommodations and services. Please see [Appendices D-H of the USGBOR Academic and Student Affairs Handbook](#) for more information.

A transient student is a student who is enrolled at one institution, but taking classes at another that will count towards their degree at their home institution. A transient student with a disability who wishes to receive accommodations while taking classes at UWG should do the following:

- Request that the disability services provider at the home institution provide a copy of the accommodations report to the Office of Accessibility and Testing Services at UWG. The report should clearly outline the accommodations received at the home institution.  
**OR**
- The disability services provider at the home institution may provide a signed letter, on letterhead, stating the approved accommodations.  
For timely review of application, this documentation must be submitted by the student requesting services to our [secure portal, AIM](#) located on our website. If you have any questions regarding this process, please email to [accessibility-services@westga.edu](mailto:accessibility-services@westga.edu).  
**PLEASE NOTE:** Accommodations will not be provided for a transient student until this documentation is provided. It is suggested that students have their documentation submitted at least two weeks prior to enrollment.
- Once documentation has been submitted via AIM, an Accessibility and Testing Specialist will reach out to the student for an appointment time. This appointment may be virtual or in person. During this meeting the accommodations will be discussed. Any accommodations available at UWG that are listed by the home institution for the student will be provided. Occasionally, institutions may provide different accommodations to meet a student's access needs. If an alternate accommodation is appropriate, this change will be discussed. The process for using accommodations will also be discussed.