



Western International University

Where success is highly individualized.

**Disability Services Office
Student Rights & Responsibilities Form
Americans with Disabilities Act (ADA) of 1990**

Western International University (WIU) recognizes and accepts its obligations under the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities.

To provide any reasonable accommodation(s) for your disability, we recommend that you follow and complete Western International University's accommodation process at least 5–6 weeks prior to the start of your course. You must work with the Disability Services Office to self-disclose, request accommodation, and request a meeting with the Disability Services Advisor. You will need to obtain the necessary documentation in order to receive disability accommodations. Accommodations are provided only after the process has been completed and a signed Student Accommodation Agreement is received. Courses completed with Western International University (WIU) prior to a request for an accommodation will not be considered for reevaluation of grades.

PROCESS FOR ACCOMMODATION

STEP 1—SELF-DISCLOSURE. Self-disclosure and requesting accommodation are the first steps in advising us of your disability and assuring that accommodations will be made while pursuing your academic endeavors at Western International University. Submitting a signed Self-Disclosure Statement form begins the process.

STEP 2—DOCUMENTATION. We require documentation from a certified diagnosing professional that is generally dated ***NO MORE THAN 3 YEARS PRIOR TO YOUR CLASS START DATE***. We recommend meeting with the Disability Services Advisor and completing the Disability Release of Information/Verification Form, which allows the diagnosing professional to send WIU documentation supporting your disability. If you have a copy of your documentation, or if your documentation is older than 3 years, please consult with the Disability Services Advisor.

STEP 3—ACCOMMODATION NEGOTIATION. The University is committed to providing equal access to educational programs for all students in an effort to promote the ability to achieve required program outcomes. Once documentation has been received, the Disability Services Advisor will review the documentation, any recommended accommodation(s) from the diagnosing professional, and your requested accommodation(s). You and the Disability Services Advisor will discuss the requested accommodation(s) and sign a Student Accommodation Agreement. WIU is required to provide reasonable accommodations in a prompt and effective manner. Please note that different accommodations may require different amounts of time to arrange, ranging from an hour or less to 5–6 weeks, depending on the accommodation(s).

STEP 4—COMMUNICATION. The faculty member(s) for your course(s) will be notified of the agreed upon accommodation(s) and ensure the accommodation(s) is/are provided. If there is a change in your schedule or faculty member, you must notify the Disability Services Advisor immediately to advise of the change. If the Disability Services Advisor is not notified of the schedule or faculty member change, formal accommodations may not be in place for your course. If you withdraw from the University and return at a

later date, you must notify the Disability Services Advisor upon your return to advise of your scheduled start date in order to reactivate your former agreed upon accommodations. If you transfer from one campus to another campus within WIU, you must notify the Disability Services Advisor immediately to ensure that your accommodations can be arranged at the receiving campus. Accommodations will not automatically transfer with you to the new campus.

STEP 5—COPYRIGHT LAW. According to copyright law, whenever a book is used in an alternative format, you must either purchase the hardcopy textbook or pay any appropriate eBook or recorded book fee. Alternative formats may include tapes, CDs, electronic copies, and printed eBooks. This does not include printing the electronic text available online.

STEP 6—COMPLAINTS/GRIEVANCES. If an issue arises with: 1) negotiating your accommodation(s); 2) your agreed upon accommodation(s); 3) the classroom environment, or 4) other challenges or difficulties, consult with the Disability Services Advisor immediately and/or complete an Initiation of Formal ADA Grievance Form.

STEP 7—PROBLEM RESOLUTION. If you are unable to resolve any problems or uncomfortable addressing these issues with the Disability Services Advisor, you may contact Jo Arney, Executive Director of University Services, by email jo.arney@west.edu or phone 602.429.1012.

No student shall be retaliated against for participating in any complaint procedure brought against Western International University concerning alleged noncompliance with the Americans with Disabilities Act of 1990. Information regarding your disability and resulting accommodation(s) is confidential and released strictly on a need-to-know basis to those providing your accommodation(s).

I understand my rights and responsibilities as outlined above:

Student/Applicant Signature: _____ **Date:** _____

We wish you success as you pursue your academic goals at Western International University. We recommend that you make a copy of this form for your records prior to returning the signed copy to the Disability Services Advisor. If you have any questions or concerns at any time, please consult with the Disability Services Advisor. Your contact for all disability-related issues and accommodations is:

Disability Services Advisor:

Judy K. Wilson, Disability Services Advisor
Western International University
9215 N Black Canyon Hwy | Phoenix, AZ 85021
p 602.429.1034 | f 602.308.0699 | Toll Free 866.948.4636
Email judy.wilson@west.edu