

# Student Disability Handbook

*Published by*

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*Apollo Ethics & Compliance Department*

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# **INTRODUCTION**

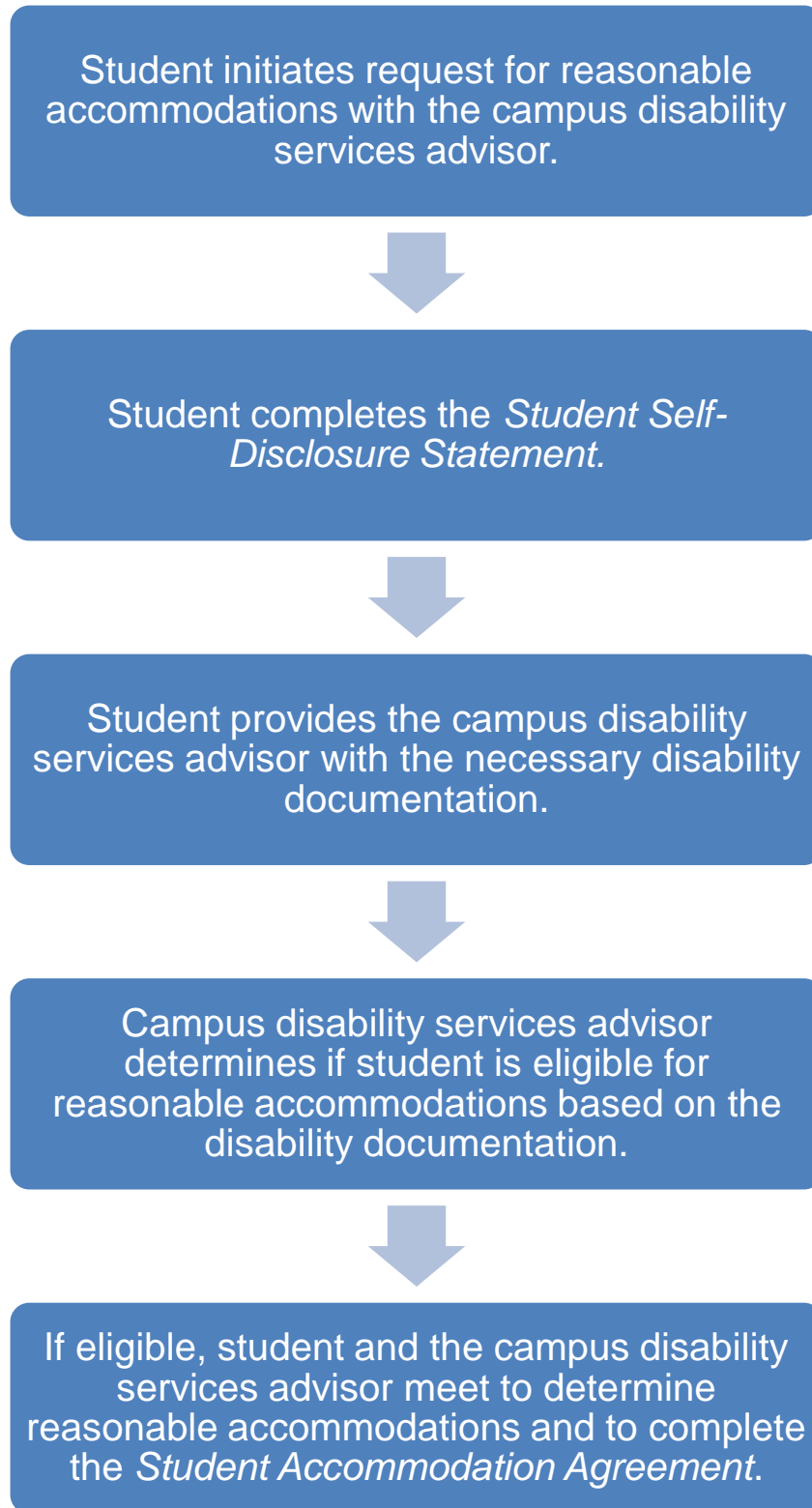
Welcome to Western International University! The purpose of this handbook is to assist you with becoming knowledgeable of the University policies and procedures relating to the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008.

Registering for ADA accommodations in the classroom is a separate process from applying for admission to Western International University. In order to be considered for ADA accommodations, students must first submit documentation of their disability and speak with their campus disability services advisor to discuss accommodation requests. This handbook will review in detail the following:

- Student rights and responsibilities under the ADA
- Negotiating and determining reasonable accommodations at the University
- Documentation expectations for disability verification
- Required student ADA forms
- Faculty notification of accommodations
- ADA grievance process

Interested students who would like to request information about the ADA application and accommodation process or who may have questions about this handbook should contact their campus disability services advisor.

## STUDENT ACCOMMODATION FLOWCHART



# **UNIVERSITY ADA POLICY**

Western International University 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 disability and requiring the University to provide reasonable accommodations to qualified disabled individuals in all University programs, activities, and employment.

Determination of reasonable accommodations and compliance with Title III of the ADA and the Rehabilitation Act for students are managed by the Apollo Ethics and Compliance Department. No student shall be retaliated against for seeking accommodation under this policy or for participating in any grievance procedures brought against the University because of alleged noncompliance with the policy.

## **CAMPUS DISABILITY SERVICES ADVISOR LISTING**

Western International University has a campus disability services advisor who is responsible for maintaining compliance with respect to the ADA and the Rehabilitation Act of 1973. Upon receiving a self-disclosure of a student's disability, the campus disability services advisor is responsible for meeting or speaking with students to determine reasonable accommodations via the University accommodation process.

To locate your campus disability services advisor, please visit:

<http://www.west.edu/student-services/disability-services>

# **STUDENT ADA RIGHTS & RESPONSIBILITIES**

To receive any reasonable accommodation(s) for your disability, we recommend that you follow and complete the Western International University accommodation process at least five to six weeks in advance of your course start date. You must self-disclose, request accommodations, and request a meeting with the campus disability services advisor (DSA). You will need to acquire the necessary documentation in order to receive reasonable accommodations. Accommodations are provided only after the process has been completed. Courses completed with Western International University (WIU) prior to self-disclosure and a request for an accommodation will not be considered for re-evaluation of grades.

## **PROCESS FOR ACCOMMODATION**

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

**STEP TWO. DOCUMENTATION:** We generally require documentation from a certified diagnosing professional that is dated *NO MORE THAN THREE YEARS PRIOR TO YOUR CLASS START DATE*. We recommend meeting with your campus disability services advisor to obtain the *Student Release of Information* 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 three years, please consult with the campus disability services advisor.

**STEP THREE. 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 campus disability services advisor will review the documentation, any recommended accommodation(s) from the diagnosing professional, and your requested accommodation(s). You and the campus 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 five or six weeks, depending on the accommodation(s).

**STEP FOUR. COMMUNICATION:** The faculty member(s) for your course(s) will be notified of the agreed upon accommodation(s) and ensure the accommodation(s) is provided. If there is a change in your schedule and/or faculty member, you must notify the campus disability services advisor (DSA) immediately to advise of the change. If the campus DSA is not notified of the schedule and/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 campus DSA upon your return to advise of your scheduled start date in order to re-activate your formally agreed upon accommodations. If you transfer from one campus to another campus within WIU, you must notify your campus DSA immediately to ensure that your accommodations can be transferred and arranged at the receiving campus. Accommodations will not automatically transfer with you to a new campus. Both the campus DSA and the receiving campus DSA must be notified of the transfer. Individuals who require assistance during an emergency situation must self-disclose this need to the campus DSA. The campus DSA (in conjunction with the campus security authority) should develop a personal emergency plan for the student including specific notification and evacuation procedures which would be utilized in the event of an emergency, regardless of whether the student intends to apply for or receive ADA accommodations.

**STEP FIVE. COPYRIGHT LAW.** According to Copyright Law, whenever a book is used in an alternative format, you must either purchase the hardcopy textbook or pay the rEsource fee. Alternative formats may include tapes, CDs, electronic copies, and printed rEsource E-books. This does not include the electronic texts available via rEsource.

**STEP SIX. COMPLAINTS/GRIEVANCES.** If an issues 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 campus disability services advisor immediately and/or complete an *Initiation of Formal ADA Grievance* form. Students must complete the *Initiation of Formal ADA Grievance* form within sixty (60) days of when the allegation occurred and provide this and any supporting information to the campus disability services advisor or directly to the ethics & compliance operations representative.

**STEP SEVEN. PROBLEM RESOLUTION.** If you are unable to resolve any problems or feel uncomfortable addressing these issues with your campus disability services advisor, you may contact an ethics & compliance operations representative at [Ethics&ComplianceServices@apollogrp.edu](mailto:Ethics&ComplianceServices@apollogrp.edu) and initiate a formal grievance.

No student shall be retaliated against for participating in any grievance procedure brought against Western International University concerning alleged non-compliance with the ADA. 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).

# **DEFINITION, DETERMINATION, AND NEGOTIATION OF REASONABLE ACCOMMODATIONS**

Reasonable accommodations are modifications or adjustments that assure equal access to opportunity and/or access to University facilities, programs, and activities for persons with disabilities.

Reasonable accommodations are determined on a case-by-case basis. There is not one standard set of accommodations per disability type. Students will engage in an interactive process to identify the precise limitations resulting from the disability and come to an agreement with the campus disability services advisor.

Reasonable accommodations are determined based on the disability documentation and the *Student Self-Disclosure Statement*. The disability documentation should include recommended accommodations from your diagnosing professional. The *Student Self-Disclosure Statement* will indicate any previously received accommodations, if any, and/or your current accommodation requests. The student and campus disability services advisor will review these requested accommodations. Upon agreement, the student and campus disability services advisor will complete and sign the *Student Accommodation Agreement*.

## **Unreasonable accommodation requests include the following:**

Any request for accommodation that requires a substantial change in an essential element of the University's core academic curriculum.

Any request for accommodation that poses an unreasonable financial or administrative burden on the University.

Any accommodations that favor the disabled student over a non-disabled student, and otherwise are not provided to **ALL** Western International University students, will not be considered (e.g., tutoring).

## **DOCUMENTATION GUIDELINES**

Students with disabilities who are seeking accommodations from Western International University are required to submit documentation to the campus disability services advisor to verify their eligibility for services under Section 504 of the Rehabilitation Act and/or the ADA. The documentation must indicate that the disability substantially limits at least one major life activity.

The University generally requires documentation from a certified diagnosing professional that is dated no more than three years prior to your class start date. The *Student Release of Information* form allows the diagnosing professional to send your campus disability services advisor documentation supporting your disability. In addition, the *Student Disability Information/Verification* form details the required information to be included within the documentation. If you have a copy of your documentation or if your documentation is older than three (3) years, please contact your campus disability services advisor immediately to discuss your options.

Documentation received on post-it notes and/or prescription pads are not considered appropriate forms of documentation. Please refer to the *Student Disability Information/Verification* form to review the details and areas of information needed to meet the documentation requirements.

If there is a change in your condition or in your original accommodation request, additional documentation may be required to support this request. Please contact your campus disability services advisor immediately to discuss any changes with your condition or a need to re-negotiate your existing *Student Accommodation Agreement*. Accommodations added to an original *Student Accommodation Agreement* may not be implemented immediately and may require the appropriate time to set-up.

# ADDITIONAL TIME ACCOMMODATIONS AND INCOMPLETE GRADES

If determined a reasonable accommodation, eligible students will be allowed additional time to complete individual assignments and exams. Students will not be penalized academically for taking the additional time accommodation to complete these course requirements.

If necessary, students may contact the faculty member at the beginning of each class to discuss extended due dates. Participation and group work deadlines cannot be changed. If students feel that they may need additional time beyond this standard, they should contact their campus disability services advisor.

## Individual Assignments:

As a general guideline, students will be permitted a minimum of time and a half (1.5x) to complete individual assignments. For example, if all students are required to submit an assignment within two weeks, accommodated students with the additional time accommodation will be granted a total of three weeks to submit the assignment. Individual assignments refer only to individual projects or papers due during class. The additional time accommodation does not apply towards discussion questions, participation points, group assignments or weekly summaries.

## Exams:

As a general guideline, students will be permitted a minimum of time and a half (1.5x) to complete class exams. For example, if all students are required to complete an exam in one hour, accommodated students with the additional time accommodation will be granted one and one-half hours to complete the exam.

## Incomplete Grades:

If necessary, an Incomplete grade may be granted to students to complete individual assignments for a course. Students will not be penalized academically for requesting an Incomplete. However, students must meet campus attendance requirements and follow the proper procedures for applying for an Incomplete. All students, *regardless* of disability status, are required to meet the academic, attendance, and financial requirements of their programs. Students should seek additional advisement from their finance and academic advisors regarding their financial and academic responsibilities when entering into an Incomplete grade period.

## **COMMUNICATION EXPECTATIONS**

Communication is critical in order to provide reasonable accommodations and address concerns in a timely fashion.

Students should immediately contact their campus disability services advisor when:

- A change occurs in their course schedule and/or faculty member.
- A change occurs in campus location. For example, changing from a ground campus to Online, vice versa, or from one ground campus to another ground campus. Accommodations may not automatically transfer from one campus to another and could require additional time to implement.
- Returning after taking a break in their program. Accommodations will not automatically be re-activated upon return without proper notification to the campus disability services advisor.
- A problem occurs with their classroom accommodations.
- They have any questions regarding the agreed upon accommodations.

Your assistance is greatly appreciated for ensuring that our campus disability services advisor can best assist you during your educational pursuits.

# STUDENT ADA FORMS

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Western International University 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 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 the Western International University accommodation process at least five to six weeks in advance of your course start date. You must self-disclose, request accommodation, and request a meeting with the campus disability services advisor (DSA). You will need to acquire the necessary documentation in order to receive disability accommodations. Accommodations are provided only after the process has been completed. Courses completed with Western International University (WEST) prior to a request for an accommodation will not be considered for re-evaluation of grades.

### **PROCESS FOR ACCOMMODATION**

**STEP ONE. 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 *Student Self-Disclosure Statement* form begins the process.

**STEP TWO. DOCUMENTATION.** We require documentation from a certified diagnosing professional that is generally dated **NO MORE THAN THREE YEARS PRIOR TO YOUR COURSE START DATE.** The *Student Release of Information* form allows the diagnosing professional to send WEST documentation supporting your disability. If you have a copy of your documentation, or if your documentation is older than three (3) years, please consult with the campus DSA.

**STEP THREE. 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 campus DSA will review the documentation, any recommended accommodation(s) from the diagnosing professional, and your requested accommodation(s). You and the campus DSA will discuss the requested accommodation(s) and sign a *Student Accommodation Agreement*. Once a signed *Student Accommodation Agreement* has been received, accommodations will be available for you to use at WEST for any classes started from that point forward. WEST 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 five or six weeks, depending on the accommodation(s).

**STEP FOUR. COMMUNICATION.** The faculty member(s) for your course(s) will be notified of the agreed upon accommodation(s) and ensure the accommodation(s) is provided. If there is a change in your course schedule or faculty member, you must notify the campus DSA immediately. If the campus DSA is not notified of the course 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 campus DSA upon your return in order to re-activate your formally agreed upon accommodations. If you transfer from one campus to another campus within WEST, you must notify your

campus DSA immediately to ensure that your accommodations can be arranged at the receiving campus. Accommodations will not automatically transfer with you to a new campus. Both the campus DSA and the receiving campus DSA must be notified of the transfer. Individuals who require assistance during an emergency situation must self-disclose this need to the campus DSA. The campus DSA (in conjunction with the campus security authority) should develop a personal emergency plan for the student including specific notification and evacuation procedures which would be utilized in the event of an emergency, regardless of whether the student intends to apply for or receive ADA accommodations.

**STEP FIVE. COPYRIGHT LAW.** According to Copyright Law, whenever a book is used in an alternative format, you must either purchase the hardcopy textbook or pay the eBook fee. Alternative formats may include tapes, CDs, electronic copies, and printed eBooks. This does not include the electronic texts available via MyWest.

**STEP SIX. 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 campus DSA immediately and/or complete an *Initiation of Formal ADA Grievance* form. Those students who wish to file a formal ADA grievance, must complete the *Initiation of Formal ADA Grievance* form within sixty (60) days of when the allegation occurred and provide this and any supporting information to the campus DSA or directly to an ethics & compliance operations representative.

**STEP SEVEN. PROBLEM RESOLUTION.** If you are unable to resolve any problems or feel uncomfortable addressing these issues with your campus DSA, you may contact Apollo Ethics and Compliance at [Ethics&ComplianceServices@apollogrp.edu](mailto:Ethics&ComplianceServices@apollogrp.edu) and initiate a formal grievance. No student shall be retaliated against for participating in any complaint procedure brought against Western International University concerning alleged non-compliance 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). 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 your campus DSA. If you have any questions or concerns at any time, please consult with your campus DSA.

*I understand my rights and responsibilities as outlined above:*

<hr/>	
<b>Student Printed Name</b>	<b>ID</b>
<hr/>	
<b>Student Signature</b>	<b>Date</b>
<hr/>	
<b><u>PLEASE RETURN TO: Campus disability services advisor</u></b>	
Name: _____	
Address: _____	
Address Cont.: _____	
City: _____	State: _____ Zip: _____
Phone Number: _____	Fax Number: _____
E-mail Address: _____	

## **STUDENT SELF-DISCLOSURE STATEMENT**

Western International University 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 disability and requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities.

The Apollo Ethics and Compliance department manages determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against the University for its alleged non-compliance with the policy.

***Please complete this form and return it to the campus disability services advisor. Attach any additional material(s), as necessary.***

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Please describe the nature of your disability.

Please describe the documentation you intend to provide.

Please describe any accommodations you have previously received in an educational environment. What accommodations do you feel would be appropriate at Western International University?

<hr/>	
<b>Student/Applicant Printed Name</b>	<b>ID</b>
<hr/>	
<b>Student/Applicant Signature</b>	<b>Date</b>
<hr/>	
<b><u>PLEASE RETURN TO: Campus disability services advisor</u></b>	
Name: _____	
Address: _____	
Address Cont.: _____	
City: _____	State: _____ Zip: _____
Phone Number: _____	Fax Number: _____
E-mail Address: _____	

## **STUDENT DISABILITY INFORMATION/VERIFICATION**

Please find attached the *Student Release of Information* form for \_\_\_\_\_, who anticipates attending Western International University beginning \_\_\_\_\_. Please provide the following information as well as any other appropriate documentation describing your diagnosis and recommended accommodations for the above named student (supporting documentation must be **typed, signed, and dated on letterhead**).

### **SECTION A – Diagnosis & Limitations**

1. Please select one:  
 **Temporary** Disability  
(beginning \_\_\_/\_\_\_/\_\_\_ and expected to last until \_\_\_/\_\_\_/\_\_\_)  
 **Permanent** Disability
2. **Diagnos(es):**  
Primary Disability: \_\_\_\_\_  
Secondary Disability(ies): \_\_\_\_\_
3. **Assessment(s)** used in this diagnosis and evaluation. Test scores including standard scores and/or percentiles for all normed measures should be included as well as a clinical summary. This information can be provided in separate documentation typed, signed and on letterhead.  
\_\_\_\_\_  
\_\_\_\_\_
4. **Presenting limitations** resulting from the above diagnos(es) as they pertain to the educational environment:  
\_\_\_\_\_  
\_\_\_\_\_
5. **Will this student present any difficulty** in maintaining a safe and constructive classroom environment? If so, please detail:  
\_\_\_\_\_  
\_\_\_\_\_

### **SECTION B – Accommodation Recommendations**

1. **Record of any prior or successful accommodation(s) or auxiliary aids used**, including any information about specific conditions under which the accommodations were used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. **Recommendations for academic accommodations**, why these accommodations are needed, and how the limitations of the specific disability are accommodated:  
\_\_\_\_\_

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**SECTION C – Learning and Mental Health Disabilities ONLY**

For **learning disabilities and/or emotional/mental disabilities**, supporting information should include: a) developmental, medical, psycho-social, employment and family history, *as appropriate*; b) test scores, evaluation(s), determining test(s) and date of testing; c) clinical summary which may include the following:

1. Demonstration of ruled out alternative explanations for academic problems
2. Indication of how patterns in the student's cognitive ability, achievement and information processing reflect the presence of a learning disability
3. Indication of the substantial limitation to learning or other major life activity presented by the learning disability and the degree to which it impacts the individual in the learning context for which accommodations are being requested

This information should be provided in separate documentation typed, signed and on letterhead.

Number of additional pages included: \_\_\_\_\_

***Thank you in advance for your prompt attention to this request. Please return the information to the following address by \_\_\_\_\_.***  
(Date)

_____		
Diagnosing Professional Printed Name	(Title, Licenses, Credentials)	
_____		
Diagnosing Professional Signature	Date	
<b><u>PLEASE RETURN TO: Campus disability services advisor</u></b>		
Name: _____		
Address: _____		
Address Cont.: _____		
City: _____	State: _____	Zip: _____
Phone Number: _____	Fax Number: _____	
E-mail Address: _____		

### **STUDENT RELEASE OF INFORMATION**

The following Western International University Student/Applicant has self-disclosed a condition protected under the Americans with Disabilities Act (ADA). This documentation is required as part of University procedures governing ADA.

*This section may be completed by Student/Applicant or the Diagnosing Professional:*

**Diagnosing Professional Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Credentials:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Area Code & Phone number & Extension)

*I hereby authorize the above Diagnosing Professional to release all pertinent disability-related information as noted under the Americans with Disabilities Act (ADA) to Western International University in order to determine reasonable accommodations in the academic environment.*

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**ID**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**PLEASE RETURN TO: Campus disability services advisor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address Cont.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## STUDENT ACCOMMODATION AGREEMENT

Western International 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. You have qualified for reasonable accommodation(s) under the University ADA guidelines. All information pertaining to your accommodation(s) and disability will remain confidential.

### THE AUTHORIZED ACCOMMODATION(S) NOTED BELOW ARE DEEMED:

\_\_\_ **Temporary** – Accommodation(s) will cease on:   
Month / Day / Year

\*If the student qualifies for additional time (for completing individual assignments) *and* is granted an Incomplete (I), then the temporary accommodation(s) deadline date noted above may be extended for purposes of allowing the student to complete his/her I extension. Immediately following the completion of the I extension period, the student's temporary accommodation(s) shall cease.

\_\_\_ **Permanent** – Accommodation(s) will expire once the student has graduated from his/her program(s) or is out of attendance for more than three (3) years (whichever option occurs first).

### THE FOLLOWING ACCOMMODATION(S) HAVE BEEN AUTHORIZED:

\_\_\_ 1. Interpreting Services

\_\_\_ 2. Large print items

\_\_\_ 3. Writing lab accommodation

\_\_\_ 4. Note taking and/or typing assistance from:

\_\_\_ 5. Authorization to tape record lectures/discussion. Tape recorder/ tapes provided:  Y  N

Tape-recorded lectures are for personal study use only. They may not be shared without the consent of the lecturer or used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the tape-recorded lecture may be protected under federal copyright laws and should not be published without the consent of the lecturer. The faculty member will be notified before class begins that a student may be recording the lectures as a reasonable accommodation.

\_\_\_ 6. Additional time for completing tests (Time allotted usually 1.5x) If, due to other approved accommodations, a student requires a reschedule of a FINAL exam in order to properly prepare, please contact the campus disability services advisor immediately so it may be arranged.

\_\_\_ 7. Additional time for completing individual assignments: a) If necessary, the student is to be allowed additional time to complete individual assignments. As a general guideline, the student should be allowed a minimum of 1.5 times to complete individual assignments, e.g., if an assignment is due in two weeks, this accommodation allows it to be submitted in three weeks. Additional time must be granted, if

needed, without penalty. Individual assignments are only those individual projects or papers due during the class. This does not extend to discussion questions, participation, group assignments or weekly summaries. b) If necessary, an Incomplete shall be granted to the student to complete individual assignments for the course, and the student is NOT to be penalized academically for requesting an Incomplete. If the student requests an Incomplete, the faculty member should grant the student an (I) grade. However, the student must meet the regular campus attendance requirements and follow proper procedure in applying for an Incomplete. c) If necessary, the student will contact the faculty member at the beginning of each class to discuss extended due dates. Participation and any team work deadlines cannot be changed.

\_\_\_ 8. Alternative formats of textbook(s) and/or class materials

\_\_\_ 9. Administrative assistance from:

\_\_\_ 10. Special arrangements (Add attachment, if necessary):

**I have been notified of the authorized accommodation(s) listed above and agree to the arrangements for accommodation(s) indicated. I understand that the accommodation(s) may be renegotiated at any time should the authorized accommodation(s) become ineffective or additional accommodation(s) be required.**

<hr/>	
<b>Student Printed Name</b>	<b>ID</b>
<hr/>	
<b>Student Signature</b>	<b>Date</b>
<hr/>	
<b><u>PLEASE RETURN TO: Campus disability services advisor</u></b>	
Name: _____	
Address: _____	
Address Cont.: _____	
City: _____	State: _____ Zip: _____
Phone Number: _____	Fax Number: _____
E-mail Address: _____	

## STUDENT EQUIPMENT AGREEMENT

Description of Equipment Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEST Property Number: \_\_\_\_\_ Date to be Returned: \_\_\_\_\_

I received the above equipment on this date \_\_\_\_\_ and agree to return the equipment upon completion or cessation of attending classes at Western International University. The equipment has been tested at this time and is in good working order. I agree to return the equipment in good working order. In the event of maintenance problems, I agree to bring the equipment to Western International University for repair or replacement.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
ID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO: Campus disability services advisor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address Cont.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## **FACULTY NOTIFICATION PROCESS**

Faculty members play an instrumental role in providing students with reasonable accommodations. In order for Western International University to meet its responsibilities, faculty members are notified at the beginning of each course of any student in their class who will require accommodations. Please note that the faculty member is only notified of the agreed upon accommodations. Faculty members are never notified of student-specific disabilities or limitations as this is confidential information and only known by the campus disability services advisor. Students are the only individuals who may release this information to a third party, should they choose to do so.

Faculty members are formally notified at the beginning of each class of any agreed upon accommodations for a student and are responsible for providing the accommodations per the *Faculty Notification of Disability Services* form.

Please note that the faculty notification process only occurs when students have completed the ADA self-disclosure and application process and have a signed *Student Accommodation Agreement* on file with the campus disability services advisor. Faculty members are not responsible for providing informal accommodations to students who have not self-disclosed, completed the application process, and/or received a formal *Student Accommodation Agreement* form from the campus disability services advisor.

If you have entered into a formal *Student Accommodation Agreement* with the University and a faculty member has not received the *Faculty Notification of Disability Services* form, please contact your campus disability services advisor immediately.

## **ADA GRIEVANCE PROCESS**

If there is a problem at any time with: 1) negotiating your accommodation(s); 2) your agreed upon accommodations; 3) the classroom environment related to accommodations; or 4) other challenges or difficulties, please consult with your campus disability services advisor immediately. The campus disability services advisor will work with you to immediately resolve the issue.

In the event that an issue or disagreement cannot be resolved between you and the campus disability services advisor, an Office of Dispute Management (ODM) representative may be contacted to mediate. The ODM representative will work with the student and campus disability services advisor to resolve the issue.

If the ODM representative and the student are unable to agree to a satisfactory resolution, then the formal ADA grievance process may be initiated. The campus disability services advisor or the ODM representative will provide the student with an *Initiation of Formal ADA Grievance* form. Formal ADA grievances are reviewed by the ADA Grievance Review Board for resolution.

### **INITIATION OF FORMAL ADA GRIEVANCE**

Please use this form to describe the nature and desired resolution of your grievance. The University will attempt to resolve this issue as quickly and fairly as possible. Students must complete the *Initiation of Formal ADA Grievance* form within sixty (60) days of when the allegation occurred and provide this and any supporting information to the campus disability services advisor or directly to an ethics & compliance operations representative. Attach additional pages or supporting documentation as appropriate. No student shall be retaliated against for participating in any grievance procedures brought against the University concerning alleged non-compliance with the Americans with Disabilities Act of 1990.

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Please describe the nature of your grievance:

Please list any other parties who have knowledge of this situation:

Please describe your desired resolution of this situation:

<hr/>	
<b>Student Printed Name</b>	<b>ID</b>
<hr/>	
<b>Student Signature</b>	<b>Date</b>
<hr/>	
<b><u>PLEASE RETURN TO: Campus disability services advisor</u></b>	
Name: _____	
Address: _____	
Address Cont.: _____	
City: _____	State: _____ Zip: _____
Phone Number: _____	Fax Number: _____
E-mail Address: _____	

## **ADA Grievance Review Board (AGRB)**

### **AGRB consists of:**

Registrar, Office of the Registrar (or Designee)  
Director of Finance, Corporate (or Designee)  
Dean, appropriate to program involved (or Designee)  
Manager, Apollo Ethics and Compliance (or Designee)

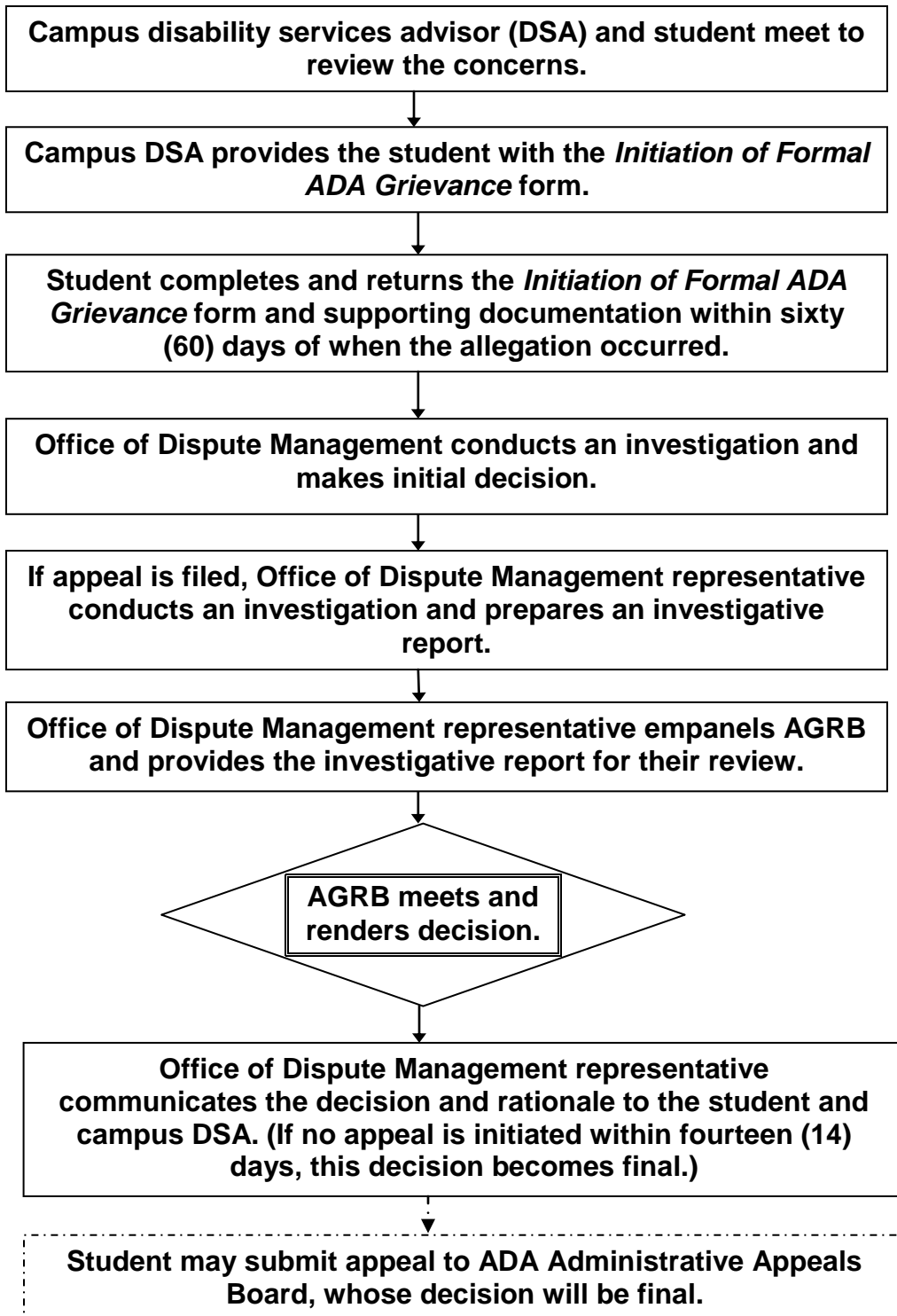
### **AGRB will be moderated by:**

Associate Vice President/Executive Director, Office of Dispute Management (or Designee)

### **AGRB will be recorded and validated by:**

Senior Student Relations Administrator, Office of Dispute Management (or Designee)

## ADA Grievance Process



## **FREQUENTLY ASKED QUESTIONS**

### **What accommodations am I eligible to receive?**

Accommodations are determined on a case-by-base basis. Please contact your campus disability services advisor to discuss what may be the most reasonable accommodations based on your specific limitations.

### **Do I have to pay for my accommodations?**

No. It is the University's responsibility to provide reasonable accommodations to eligible students with disabilities at no cost to the student.

### **Does Western International University provide testing to identify a learning disability?**

Colleges and universities are not required to provide testing services. Students are encouraged to contact their family doctor or other diagnosing professional for referrals. Diagnosing professionals are those individuals licensed and properly credentialed in their field of expertise.

### **Is financial assistance available through the campus Disability Services Office for students with disabilities?**

No. Check with your finance advisor or Apollo Financial Services. Outside agencies may provide support such as vocational rehabilitation, workers compensation and job services. The Veterans Administration may also be able to assist if you are an eligible veteran.

### **What if my condition changes and I need to request additional accommodations?**

Please contact your campus disability services advisor immediately. The campus disability services advisor will request to review the new documentation supporting your request for additional accommodations. Once the additional agreed upon accommodations are determined, Disability Services will complete an updated *Student Accommodation Agreement* that will require your signature.

### **What if I need to miss multiple classes in excess of the Western International University attendance policy?**

All students must abide by the University's attendance policy. There are no exceptions based on documented disabilities. Please contact your academic representative to discuss rescheduling or dropping the course.

### **What if my faculty member does not want to provide me with reasonable accommodations?**

Please contact your campus disability services advisor immediately. Many times, these situations are due to miscommunication. Faculty members receive formal notification of accommodations for all eligible students receiving accommodations.

### **Can I use my Individualized Education Plan (IEP) as documentation of my disability?**

No. An IEP is not considered reasonable documentation in the post-secondary environment although it may be helpful in determining limitations or possible accommodations. Current testing will be required to qualify for reasonable accommodations.