

Submission Instructions

Please return this form in its entirety and return to the Office of Student Access and Wellness.

Tel: 888.374.1626 x30204 ♦ Fax: 866.853.2088 ♦ Email: access@rockies.edu

University of the Rockies prohibits discrimination on the basis of a disability in accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, as amended. The University is committed to providing an equal opportunity to access a full educational experience and reasonable accommodations will be granted to students who document a disability and are otherwise qualified to participate in specific academic program or activity.

Student Information

Student Name: _____ Student ID: _____

Preferred Contact Method: Phone: _____ Email: _____

Major/Program of Study: _____ Program Modality: Online Campus

Student Acknowledgment

Student acknowledges the following in order to initiate a request for accommodation. Check each box below:

- It is my responsibility to advise Student Access and Wellness Professional Staff of the disability-related impacts I experience in the learning environment and the potential accommodations that may support my learning.
- I am aware that Student Access and Wellness Professional Staff may request third party documentation of my disability and that it is my responsibility to obtain and provide necessary documentation.
- I understand that accommodation requests are reviewed and authorized by Student Access and Wellness Professional Staff.
- I understand that accommodations are not retroactive and should be requested in advance for each University course or activity.
- Student privacy is a fundamental goal of University of the Rockies and the Office of Student Access and Wellness. I understand that professional staff may disclose information maintained in my disability file only to school officials who have a legitimate educational need to access these records.

Please describe the diagnosis or nature of your disability (required):

List the specific accommodation(s) which you feel would be appropriate (required)

Student Signature: _____ Date: _____

University of the Rockies Documentation Policy

The process for determining accommodations is a collaborative one that may or may not require third-party documentation. One or more of the following documentation categories will be considered in the evaluation of student accommodation requests:

1. Primary Documentation: Student's Self-report

University of the Rockies believes the student is a vital source of information regarding how he or she may be "limited by impairment.*" A student's narrative of his or her experience of disability, barriers, and effective and ineffective accommodations is an important tool which, when structured by interview or questionnaire and interpreted by professional staff, may be sufficient for establishing disability and a need for accommodation.

2. Secondary Documentation: Observation and Interaction

The impressions and conclusions formed by the University of the Rockies disability professionals during interviews and conversations with students or in evaluating the effectiveness of previously implemented or provisional accommodations are important forms of documentation. The University employs qualified and experienced disability professionals who will observe students' language, performance, and strategies as an appropriate tool in validating student narrative and self-report.

3. Tertiary documentation: Information From External or Third Parties

Documentation from external sources may include educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as Individual Education Program (IEP), Summary of Performance (SOP), and instructor observations.** External documentation will vary in its relevance and value depending on the original context, credentials of the evaluator, the level of detail provided, and the comprehensiveness of the narrative.

All questions regarding documenting your disabilities should be directed to access@rockies.edu or 888.374.1626 Ext. 30204.

A note about documentation: These guidelines apply to students taking University of the Rockies classes. Students should be aware that other universities and testing agencies (which administer standardized tests such as the Graduate Record Exam and Law School Admissions Test) may require more extensive documentation, and students should check out their requirements well in advance.

* Disability in respect to an individual is defined by the ADA as "(A) a physical or mental impairment that substantially limits one or more of the major life activities, (B) a record of such an impairment or (C) being regarded as having such an impairment..." 42 U.S.C. 126 § 12102

** Revisions to Title III regulations provide, "When considering requests for modifications, accommodations, or auxiliary aids or services, the entity gives considerable weight to documentation of past modifications, accommodations, or auxiliary aids or services received in similar testing situations, as well as such modifications, accommodations, or related aids and services provided in response to an Individualized Educational Program (IEP) provided under [IDEA] or a plan describing services provided pursuant to Section 504 of the Rehabilitation Act of 1973 as amended." (28 C.F.R. § 36.309(b)(1)(v))