



## **Student Accommodation Requests**

To provide a reasonable accommodation(s) for your disability, you should complete the JIU accommodation request process at least four weeks in advance of your course start date. Accommodations are provided only after this process has been completed and a *Student Accommodation Agreement* has been signed.

Courses started or completed at JIU prior to a request for an accommodation service will not be considered for re-evaluation of grades, nor will accommodations apply cumulatively or retroactively in a current or previous course.

### **Step One: Self-Disclosure and Accommodation Service Request**

Self-Disclosure of your disability and requesting accommodation services are the first steps in advising JIU' Office of Disability Services (ODS) of your disability and assuring that accommodations will be made while pursuing your academic endeavors at JIU. Submitting a signed *Self-Disclosure and Accommodation Request Form* begins the process.

**Please Note:** If you are a student with a **print disability** who requires alternative textbooks, you must also complete the *Application for Alternative Textbooks* and sign the *Agreement on the Use of Recorded, Electronic, or Other Alternatively Formatted Course Materials*.

### **Step Two: Documentation**

JIU's Office of Disability Services requires documentation from a certified, licensed professional that is generally dated **no more than three years prior to your course start date**. The *Disability Assessment Form* allows the diagnosing professional to send documentation to confirm your disability and provide information that is relative to your needs in the academic environment. In some cases, the provider should include testing results or other supporting documentation. Please see the Eligibility, Documentation, and Required Forms section of the ODS [website](#) to identify what is required per your disability. A student must also submit a *Release of Information: Certified, Licensed Provider Form* in case the ODS needs additional information concerning your accommodation request or documentation. If you have a copy of your documentation, or if your documentation is older than three years, please consult with the Disability Services (DS) Coordinator. JIU will not accept the submission of treatment notes, hand-written notes on prescription pads, or Social Security Income statements for accommodation approval.

### **Step Three: Accommodation Negotiation**

Once documentation has been received, the DS Coordinator will review the documentation, any recommendations from the certified, licensed professional, and your requested accommodation(s). You and the DS Coordinator will discuss the requested accommodation(s) and sign a *Student Accommodation Agreement (SAA)*. Once your signed SAA has been received, accommodations will

become available for you to use at JIU from that point forward. JIU is required to provide reasonable accommodations in a prompt and effective manner.

Not all recommendations for accommodations are readily achievable, nor are they considered to be reasonable alterations for JIU programs and services. The DS Coordinator will provide an explanation in writing if an accommodation request is denied.

**Please note:** Different accommodation may require different amounts of time to arrange, ranging from one or two days, or less, or up to five or six weeks, depending upon the accommodation provided.

#### **Step Four: Communication**

Information regarding your disability and resulting accommodation is confidential and released strictly on a need-to-know basis to those providing your accommodation(s) and related services. Faculty members and other JIU associates deemed essential in providing such services will be notified of the agreed upon accommodation(s) and ensure the accommodation(s) is/are provided. If there is a change in your course schedule or faculty member, you must notify the DS Coordinator. If the DS Coordinator is not notified of the schedule or faculty change, formal accommodation services may not be in place for your course. If you withdraw from JIU and return at a later date, you must notify the DS Coordinator upon your return in order to re-active your former agreed upon accommodations.

### **JIU Office of Disability Services and University Policies**

Jones International University (JIU) recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), as amended (ADAAA 2008), Section 504 of the Rehabilitation Act of 1973, and similar state laws. JIU is committed to prohibiting discrimination on the basis of disability and providing reasonable accommodations to qualified students with disabilities in its educational programs, services, and activities, as required by applicable law.

The determination of reasonable accommodations for students with disabilities, as well as compliance with the law, is the responsibility of JIU's Office of Disability Services. JIU's Disability Services (DS) Coordinator is the principal point of contact for students seeking an accommodation and with any questions or concerns in connection therewith.

JIU prohibits discrimination against people with disabilities and provides training and resources to its personnel in order to encourage and increase sensitivity and awareness of disability issues.

JIU will strive to provide services and access to academic courses and programs in accordance with these policies and procedures. JIU respects the independence, rights, and dignity of people with disabilities, therefore identifying oneself and/or requesting accommodations is completely voluntary.

JIU understands the sensitive nature of a student's personal information and other data, including those students with disabilities, and will handle such information in a confidential manner in accordance with applicable data privacy laws.

#### **Complaints/ Grievances**

Should an issue arise with: (1) the negotiation of accommodation service(s); (2) an approved accommodation service(s); (3) the classroom environment; (4) discrimination; or (5) other challenges or

difficulties resulting from a disability or accommodation service(s), the student should consult with the DS Coordinator immediately. If a student believes that an action of the ODS regarding a request for an accommodation violates his or her rights under law, or if a student feels s/he were discriminated against by a University Official, s/he may appeal the matter by following the Student Complaint Against University Official(s) process, found in the [JIU Student Handbook](#).

### **Leave of Absence**

If a student finds it necessary to sit out for a term, the student must submit a Voluntary Leave request form to remain in compliance with JIU's continuous enrollment policy. Students will not be granted a voluntary leave for more than two consecutive terms. Students who are conditionally admitted are not eligible to request a voluntary leave until after their conditions have been met. If a student does not return from a voluntary leave and fails to notify JIU, the student will be dismissed from JIU. Doctorate students who take a voluntary leave will be required to move to a different cohort. For more information on the Leave of Absence policy, please see the [JIU Student Handbook](#).

### **Release of Information for Disability Services**

I understand and acknowledge that by requesting or receiving disability accommodations from Jones International University, certain information concerning my disability may be shared by JIU's Disability Services Coordinator with other individuals involved in the delivery of services for my benefit, on an as-needed basis, if there is a legitimate reason to do so, or if otherwise required by law. I hereby grant JIU permission to release such information, and such permission shall remain in effect until my graduation from JIU or until withdrawn by me in writing.

I hereby release and hold harmless Jones International University, including but not limited to its successors, assigns and affiliates, including parents and subsidiaries, and each of their respective directors, officers, employees, agents and representatives, from and against any and all claims, actions, liabilities, and damages arising directly or indirectly from JIU's disability accommodation process and its provision of disability services, if any.

I agree that by my signature below, I am acknowledging my acceptance and agreement of this Release of Information for Disability Services, and my understanding and acknowledgement of the Office of Disability Services policy and accommodation request process, as outlined above.

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Student Printed Name

Student ID Number

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Signature of Student

Date

Please return this form to:

Office of Disability Services • Jones International University  
 Phone: 303.784.8368 Fax: 303.784.8667 Email: [disabilities@international.edu](mailto:disabilities@international.edu)  
 Mailing Address: 9697 E. Mineral Ave. • Centennial, CO • 80112