University of Phoenix recognizes and accepts its obligations under the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008, which prohibit discrimination on the basis of disability and require the University to provide reasonable accommodations to otherwise qualified disabled students in all University programs and activities.

To arrange for reasonable accommodation(s) for your disability, you must follow and complete the University of Phoenix self-disclosure process at least six weeks in advance of your course start date. You must (i) self-disclose any disability; (ii) provide necessary documentation of the disability; and (iii) submit your request for accommodations to the disability services advisor (DSA). A student may be eligible for accommodations only after completing the process to request accommodations. Courses completed with University of Phoenix (UOPX) 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 University of Phoenix. Submitting a signed Student Self-Disclosure Statement form begins the process.

**STEP TWO. DOCUMENTATION.** We require documentation from a certified diagnosing professional that accurately reflects your current condition(s). The Student Release of Information form allows the diagnosing professional to send UOPX documentation supporting your disability. Please consult with your DSA regarding any questions about documentation.

**STEP THREE. ACCOMMODATION NEGOTIATION.** The University is committed to providing equal access to educational programs for all otherwise qualified students in an effort to promote the ability to achieve required program outcomes. Once acceptable documentation of the disability has been received, the DSA will review the documentation, any recommended accommodation(s) from the diagnosing professional, and your requested accommodation(s). You and the DSA will discuss options for your reasonable accommodation(s). Your agreed upon accommodations will be documented in your Student Accommodation Agreement. 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 DSA immediately to ensure proper communication of the accommodations. If you withdraw from the University and return at a later date, you must notify the DSA upon your return in order to re-activate the agreed upon accommodations. You may be required to self-disclose and document your disability upon re-entry. If you transfer from one campus to another campus within UOPX, you must notify your 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 DSA and the receiving campus must be notified of the transfer. Individuals who require assistance during an emergency situation must self-disclose this need to the DSA. The 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 academic accommodations.

**STEP FIVE. COPYRIGHT LAW.** If 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 issue arises regarding: (i) your accommodation(s); (ii) delivery of your accommodations in a course; (iii) the classroom environment, as related to your disability or accommodations; or (iv) other challenges or difficulties related to your disability, consult with the 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 six (6) weeks after the alleged action occurred or the grade in the particular course from which this incident arose has been issued, whichever comes last and provide any supporting information to the DSA. The six week limitations period may be extended if the student provides documentation of appropriate extenuating circumstances.

**STEP SEVEN. PROBLEM RESOLUTION.** If you are unable to resolve an issue or feel uncomfortable addressing these issues with your DSA, you may contact a member of the Disability Services Office management team at: [http://www.phoenix.edu/students/disability-services/advisors.html](http://www.phoenix.edu/students/disability-services/advisors.html). Upon receipt of your communication, we can help you address the issue, and, if necessary, instruct you how to initiate a formal grievance. University policy and federal law mandate that a student shall not be retaliated against for filing or participating in a complaint brought against University of Phoenix alleging non-compliance with the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act of 1973.

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 University of Phoenix. We recommend that you make a copy of this form for your records prior to returning the signed copy to your DSA. If you have any questions or concerns at any time, please consult with your DSA.

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

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**PLEASE RETURN TO:** Disability services advisor

Name:__________________________

Address:______________________________________________________________

Address Cont.:________________________________________________________

City:_________________________ State:_____________ Zip:______________

Phone Number:_________________________ Fax Number:____________________

E-mail Address:_____________________________________________________

PLEASE RETURN TO: Disability services advisor

Name:__________________________

Address:______________________________________________________________

Address Cont.:________________________________________________________

City:_________________________ State:_____________ Zip:______________

Phone Number:_________________________ Fax Number:____________________

E-mail Address:_____________________________________________________

I understand my rights and responsibilities as outlined above: