



STUDENT RIGHTS AND RESPONSIBILITIES

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 campus 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 is dated ***NO MORE THAN THREE YEARS PRIOR TO YOUR COURSE START DATE***. The *Student Release of Information* form allows the diagnosing professional to send UOPX 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 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 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 and agree upon reasonable accommodation(s), then document the agreed upon accommodations on the *Student Accommodation Agreement*. Once you have signed the *Student Accommodation Agreement*, accommodations will generally be provided for classes starting from that point forward. 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 to ensure proper communication of the accommodations. 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 the agreed upon accommodations. Depending on the amount of time that has passed, 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 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 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; or (iv) other challenges or difficulties related to your disability, 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 six (6) weeks after the alleged action occurred and provide any supporting information to the campus DSA or directly to an Apollo Ethics & Compliance operations representative.

STEP SEVEN. PROBLEM RESOLUTION. If you are unable to resolve an issue or feel uncomfortable addressing these issues with your campus DSA, you may contact a representative with Apollo Ethics & Compliance at Ethics&ComplianceServices@apollogrp.edu. Upon receipt of your communication, an operations representative 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 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:

Student Printed Name	IRN

Student Signature	Date

<u>PLEASE RETURN TO: Campus disability services advisor</u>	
Name: _____	
Address: _____	
Address Cont.: _____	
City: _____	State: _____ Zip: _____
Phone Number: _____	Fax Number: _____
E-mail Address: _____	