



HUMANE SOCIETY UNIVERSITY™

Request for Disability Accommodation Form

Please submit this form to the Dean of Student Affairs (studentaffairs@humanesocietyuniversity.org).

Humane Society University (HSU) is committed to providing access to and inclusion in academic programs for students with disabilities by providing reasonable accommodations. Equal access for qualified students with disabilities is an obligation of the University under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 508 of the Rehabilitation Act as amended in 1998.

Students have the right to ask for reasonable accommodations. It is the responsibility of each student seeking accommodations and services from HSU to provide a written comprehensive evaluation verifying his/her disability. HSU does not provide assessment and diagnostic services. All documentation will be reviewed on a case by case basis.

Please Note: Documentation does not guarantee specific accommodations.

Last Name		First Name		Middle Name	
Current Mailing Address			City	State	Zip Code
Student ID Number	Telephone Number	E-Mail Address		Date	

Please state your disability or physical/mental limitations and the expected duration:

Please state how your disability or physical/mental limitation affects your ability to perform specific tasks:

Please state the accommodations you are requesting:

Student's Signature

Date

Please attach any documents that may assist in your request for accommodation. Such as medical documentation, health care professional recommendations, or previous specified accommodations.

FOR OFFICE USE ONLY:

This request has been:

Approved

Denied

Comments:

Reviewed by:

Student Affairs's Signature

Date

Guidelines for accommodations for students with disabilities

- All students have the right to ask for reasonable accommodations pending a review of their documented disability as it relates to the context of their learning environment.
- All documentation will be reviewed on an individual, case-by-case basis.
- Determination of a disability does not require the use of any specific language/labels. An evaluator might not specifically use the phrase “learning disability.”
- Presented documentation can be enhanced using interviews with the original evaluator.
- Determination of accommodations is a fluid process as students may know several strategies for their individual success.
- Documentation does not guarantee specific accommodations.
- Documentation and requests for accommodations will be treated as a confidential manner and shared only with personnel who have a direct need to know.
- Disability documentation for the purpose of providing accommodations must both establish disability and provide adequate information on the functional impact of the disability so that effective accommodations can be identified.

General elements for evaluating disability documentation

- Evaluator credentials including name, title, license number, phone number, address, and signature on office letterhead.
- A diagnostic statement that clearly outlines the disability and its impact on the student.
- A description of the diagnostic methods used to make the diagnosis.
- A description of how the documented disability impacts the individual with specific references to how it relates to learning.
- A description of the expected progression/stability of the disability.
- A complete history of current/past accommodations, services, treatments, and/or medications.
- Recommendations for accommodations.