

**Postsecondary Accommodation Process  
Student Rights and Responsibilities**

**What are Your Rights?**

1. The term "disability" means different things in public schools and post-secondary institutions.
2. Students in **K-12 public schools** are protected by the IDEIA (Individuals with Disabilities Education Improvement Act 2004) and Section 504 of the Rehabilitation Act of 1973. Public schools must evaluate, identify, and provide services to students who qualify based on an IEP (Individual Education Plan). Qualified students are covered under this plan until they turn 21 or graduate from high school. Under IDEIA, a student may receive specially designed instruction, modifications to class requirements, one to one support or tutoring, and accommodations based on the IEP. Federal funds are provided to K-12 schools to supplement these services. Special education staff help deliver these services.
3. Students at **Private post-secondary institutions** are protected by the Americans with Disabilities Act as Amended (ADAAA) and Section 504 of the Rehabilitation Act. When serving students with disabilities, institutions must comply with these laws, which stipulate that they:
  - cannot discriminate in university recruitment, admission, or after admission based solely on a student's disability;
  - are required to make individual, reasonable accommodations at no cost to students with documented disabilities (please note that accommodations which would cause an undue hardship on the University, may not be required);
  - provide equal access and participation to students who qualify for an educational program;
  - make modifications "as necessary" to ensure that academic requirements are not discriminatory;
  - inform students of available services, academic adjustments, and the name of the coordinator of support services (this is the Campus Director at Schiller International University) and
  - provide written information on how to access services or request accommodations.

**What are Your Responsibilities?**

1. You are in charge of your own future. Although the laws protect you, you have responsibilities as you enter post secondary education.
2. Students should:
  - understand their disability and provide current documentation verifying the disability;
  - advocate on their own behalf;
  - contact the support staff when accommodations are needed or if there are concerns or questions;
  - notify instructors of approved accommodations by giving each a copy of the **Faculty Notification Memo**,
  - talk to instructors and work out arrangements for accommodations as soon as they are approved, and
  - arrange for those support services that are not available in the postsecondary education setting (personal services or items of a personal nature)
3. Students with disabilities can succeed in the post secondary environment by demonstrating the following characteristics of a successful student:
  - Be motivated and goal oriented
  - Be academically prepared
  - Demonstrate self-advocacy skills
  - Demonstrate organizational skills
  - Demonstrate time management skills

### **What Services are Available to All Students at Schiller International University?**

1. **Student Services** support
  - Scheduling assistance
  - Links to other Schiller International University resources and students
  - One on one personal support calls
  - Tutoring referrals
  - New student orientation
  - Referrals to community resources
2. **On-Campus Library** offers:
  - Free tutoring one-on-one or paired with a stronger student
  - Support in studying, assignments, and test preparation
  - Available for study groups
  - Help finding resources
  - Questions about APA format
  - Research, resource and citation questions
3. **Online Support**
  - Links are available for all online courses
  - Writing assistance
  - Study aids
  - Time management resources
  - Test-taking strategies

### **What are Individual Accommodations?**

Accommodations are services, teaching approaches, compensatory strategies, changes, or modifications in the learning environment that enable students with documented disabilities to demonstrate their ability to perform the essential skills and functions required in a program or course. Accommodations are intended to ensure equal access to learning opportunities and to allow equal program participation. For example, an interpreter provides access to lectures and to discussions for a student who has a disability in Deaf and Hard of Hearing. The knowledge that is to be learned by the student remains the same as for all students.

Post-secondary institutions may provide academic adjustments if they do not change course outcomes or program requirements or place an undue burden on the institution. For example, reducing the acceptable level of skill required to pass an exam may result in a student not mastering a task that is required for safe and competent performance in the student's chosen field. Modifications such as this are not appropriate in preparing students for successful futures.

Post-secondary educational institutions provide approved accommodations to students with documented disabilities including but not limited to:

- assistive technology
- testing accommodations
- support from note-takers
- readers
- interpreters

Accommodations are intended to ensure access that allows students with disabilities to compete equally with their non-disabled peers. Not all accommodations are appropriate for every student.

### **What should I do if I am having trouble accessing my accommodations?**

1. Meet with your instructor and share your concern. Share your ideas for addressing the concern. Work with the instructor to put the accommodation in place.

2. If this does not adequately meet your needs, make an appointment with the Campus Director. Work with the Campus Director to resolve your concern.
3. If your concern has not been resolved through these steps you may choose to use the disability appeals process by contacting the Provost.

### How Does the Accommodations Process Work at Schiller International University?

#### Step 1 – Student:

1. Contact the Campus Director at your campus. They will help you locate the necessary forms and guide you through the process. This is located online at [www.schiller.edu](http://www.schiller.edu) under the Documentation and Downloads Tab- Forms.
2. Complete the **Request for Accommodations and Document Review** form.
  - o This can be obtained from the Campus Director.
  - o It can be completed electronically or handwritten.
3. Obtain the necessary disability documentation to submit with this form. You can either submit:
  - o Your most recent IEP evaluation or Section 504 Plan evaluation (contact your high school records office if you do not currently have a copy).
  - o The **QUALIFIED PROFESSIONAL Documentation Form**. This must be completed by a recognized professional such as a learning disabilities specialist, educational specialist, physician, licensed psychologist, or professional counselor who is qualified to perform psycho-educational or neuropsychological evaluations. Do not fill in the information yourself.
  - o Complete a **HIPAA/FERPA authorization** if you are willing to allow us to contact your previous school or your qualified professional to discuss your educational needs.
4. Schedule an appointment with the Campus Director.
5. Bring all forms and any related documents to the appointment. Be ready to discuss your disability and how it affects your ability to acquire knowledge and skills.

#### Step 2 – Campus Director:

1. The Campus Director will interview you to develop a well-rounded picture of your needs, review your documentation, and advise you if more information or more complete documentation is indicated.
2. The Campus Director then sends all necessary forms to the Accommodations Committee for review.

#### Step 3 – Schiller International University Accommodations Committee (AC)

- The AC reviews your documentation within 1-2 weeks of receipt.
- They work with Campus Director to determine eligibility and recommend reasonable accommodations based on the requests you submitted, documentation of your disability, and what is appropriate under the law.
- Members of the AC may contact you or your qualified professional (if you have provided a HIPAA/FERPA authorization) to obtain additional information necessary for decision making.
- The AC determines eligibility, approves or denies requested accommodations, and notifies the Campus Director and the student.
- AC sends the Campus Director the **Schiller International University Accommodations Approval or Denial Letter**

#### Step 4 – CAMPUS DIRECTOR:

1. The Campus Director schedules a meeting with the student to review the decision.
2. If you **are not eligible** the Campus Director:
  - Provides the **Schiller International University Accommodations Denial Letter**, explaining the basis for the decision;
  - Requests that you sign the notification memo to document receipt of this information;

- Provides counseling on available student support services available at Schiller International University.
3. If you **are eligible** the Campus Director will:
- Provide the **Schiller International University Student Accommodations Approval Letter** and review the decision;
  - Request that you sign the accommodation letter to document receipt of this information;
  - Review the instructor notification procedures with you;
  - Provide you with electronic or paper copies of the signed **Schiller International University Accommodations Approval Letter** to distribute to each of your instructors;
  - Meet with the instructor to make arrangements for how the accommodation will be provided in the course. Documentation will be provided on the first day of each class, and
  - Follow up and provide support to you as needed in the implementation of the accommodations.

**Step 5 – Student:**

1. Contact the Campus Director if there are complications in the provision of the accommodation or if you have questions about the process.
2. Reapply for the accommodation about 6 weeks prior to your anniversary date (one year after the date of initial approval) by contacting the Campus Director and completing the student accommodations request forms.