



ON CAMPUS

Process for Providing Students with Learning Accommodations

Accommodations

Students who desire to receive accommodations need to verify their disability first. For housing and dining accommodations students must register (*verify and document*) their disability with the Vice President for Student Affairs. For academic accommodations students must register (*verify and document*) their disability with the university's Student Success Coordinator. It is the student's responsibility to request services in a timely manner.

The goal of accommodations is to give students with a disability equal access to the learning environment. Individualized accommodations are not designed to give the student an advantage over other students, to alter a fundamental aspect of course or academic program requirements, nor to weaken academic rigor, but rather to remove barriers so that they are able to participate fully in both academic and co-curricular college activities.

Disabilities are often unique to the individual and can be manifested in a variety of ways. Therefore, accommodations for a specific student are tailored to the individual. When in doubt about how to assist a student, contact the office of the Vice President for Student Affairs or the Student Success Coordinator who provide support services for students with disabilities.

Registering Accommodations

In order to register accommodations, students must complete the Disability Verification Form and submit it to the Vice President for Student Affairs or to the Student Success Coordinator via email, fax, postal mail, or in-person delivery.

Students will be asked to submit documentation from a qualified professional to support a request for accommodations. Further, submitted documentation must meet Hope International University disability documentation guidelines.

Determination of Accommodations

Because students' needs vary, accommodations are determined on a case-by-case basis. After documentation is evaluated by the Vice President for Student Affairs (or the university's Student Success Coordinator), students will be notified as to whether or not it has met the established guidelines and verifies that there is a functional limitation. Please note that the University may seek input from others, such as the professional providing the documentation, before making a decision regarding reasonable accommodations.

The Vice President of Student Affairs or Student Success Coordinator will discuss the initial accommodations letter with the student to ensure all accommodations are addressed. The student must then acknowledge acceptance of the accommodations. Accommodation letters are only valid for the term in which they are issued. Therefore, each term students will be contacted to review ongoing accommodations.

Notification of Instructors or Campus Personnel

The Vice President for Student Affairs will notify housing, dining, or campus ministry campus staff of accommodations in the realm of those activities. The Student Success Coordinator will notify faculty of academic accommodations for each semester. Students with accommodations are also encouraged to advocate for themselves and share their letter of accommodation when appropriate to access services.

Appeals

Students should discuss any concerns or problems related to the provision of reasonable accommodations with either the Vice President for Student Affairs, or the Student Success Coordinator. Complaints related to services provided should utilize the appeals process.

Appeals Contact Information**Joshua Arnold**

Vice President for Student Affairs
Hope International University
Fullerton, CA 92831
0-714-879-3901 ext 2311
health@hiu.edu

Karen Clark

Student Success Coordinator
Hope International University
Fullerton, CA 92831
0-714-879-3901 ext 1263
kmclark@hiu.edu