



## **Academic Accommodations Request Form for Distance Education**

Unity Environmental University is committed to equal access and opportunities for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008 and all other applicable laws. Students must self-identify and provide diagnostic documentation of disclosed disability from a healthcare professional in order for their file to be reviewed for accommodations.

Additional academic documentation, such as an IEP or 504 Plan may be taken into consideration, with the understanding that not all accommodations allowed in high school are applicable to the higher education setting. Eligibility for accommodations will be determined by review of the diagnostic assessment materials and/or medical documentation that is provided; and therefore, should be as current as possible. The Coordinator will gather all pertinent information and contact the student to discuss appropriate accommodations and strategies; and might seek the advice of the appropriate Unity Environmental University staff or faculty.

Medical documentation may be scanned as an email attachment, faxed, or sent through U.S. Mail to the address below. All correspondence is processed with careful consideration of privacy rights.

Questions and correspondence should be addressed to:

**ADA Coordinator for Distance Education**

Unity Environmental University

49 Farm View Drive, Suite 203

New Gloucester, ME 04260

[AccessibilityDE@unity.edu](mailto:AccessibilityDE@unity.edu)

Phone: (207) 509-7320 Fax: (207) 512-1177

# Accessibility and Accommodations Request Form

## Student Information:

## Today's Date:

- Name: Preferred Name:
- Phone: Preferred Pronouns:
- Email address:
- Current address:
- Accommodations Requested For: Term: Year:
- **Check reason(s) for requesting academic accommodations: (check all that apply):**
  - ☐ Learning Disability ☐ Medical Condition
  - ☐ ADHD ☐ Physical/Mobility Impairment
  - ☐ Autism Spectrum (ASD) ☐ Psychological / Emotional Condition
  - ☐ Blind/ Low Vision ☐ Other (specify):
  - ☐ Deaf/ Hearing Loss

Please explain the nature of your disability, including symptoms and barriers that impact your academic performance or your participation at Unity Environmental University. Include any information you feel would be helpful to understand and plan for your needs:

**At Unity Environmental University all Distance Education courses are created by instructional designers in collaboration with content experts with accessibility in mind.**

Here is what you can expect:

- 100% asynchronous courses, which means you won't ever be required to meet at a specific time, allowing you to set your own schedule
- Regular and transparent assignment due dates (most work is posted Wednesday & Sunday each week)
- Early access to your course syllabus the weekend before the course opens
- Access to requirements of all upcoming assignments from the day the course opens, allowing you to pace yourself accordingly
- Screen readable text with captioned images and transcripts for videos
- Use of E-books whenever possible
- Multiple attempts for quizzes and tests, nearly all of them being untimed
- Quizzes/exams are formative, deemphasizing the value to 20% or less of your overall grade in any course
- Alternate assignment requests to overcome impairments will be reviewed by our academic deans in cases where learning outcomes can still be met

In addition, we offer all students:

- Free online tutoring services (including writing)
- Professional academic advising for support beyond the classroom
- Free online counseling with licensed therapists

**What accommodations are you requesting?** (Accommodations may be modified upon request for review of newly documented conditions.)

**I understand that:**

1. I will not receive accommodations in any course until I submit all forms, the review process has been completed, and I have signed the accommodations paperwork.
2. I must still meet the minimum learning outcomes as set forth by my program of study and will not expect instructors to compromise the essential course requirements nor to fundamentally alter the course.
3. Although the university will provide a copy of my accommodation to my instructor, it is my responsibility to initiate any discussion/request regarding my accommodations with my instructor(s).
4. I am responsible for compliance with Unity Environmental University's policies as outlined in the Distance Education Student Handbook and/or the Academic Catalog for Distance Education.

**Electronic Submission Process:** The student submitting this form agrees to the following:

*I submit this disclosure of my disability and application for accommodations with the understanding that it is completely voluntary. I understand that by submitting and signing this form, this information may be shared on a need-to-know basis only with appropriate Unity Environmental University personnel, for use in understanding my needs and planning for appropriate support services.*

Signature:

-Revised 7/23 DFR