

Office of Student Services, Disability Support Services

Undergraduate Library
500 Howard PI NW, Sublevel 1, Room L013
Washington, DC 20059
202-238-2420 oss.disabilityservices@howard.edu



HOWARD
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Student Request for Reasonable Accommodations Form

In accordance with the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973, and other relevant federal, state, and local disability and anti-discrimination laws, Colleges and Universities are required to ensure equal access for all students.

Current documentation supporting the disability and the requested accommodations, must be provided by a qualified diagnostician that includes a diagnosis, date of diagnosis, method used to arrive at the diagnosis, the credentials of the diagnosing professional, information regarding how the condition/ disability impacts a major life activity as well as the student's ability to participate in all activities offered by the institution.

A “qualified individual with a disability” is defined as one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution’s programs and activities.

Students must formally request accommodations for each semester enrolled at Howard University. The accommodations and services provided are not retroactive.

Student Information

First Time Requesting Accommodations at Howard Univ. _____ Returning DSS Student _____

Today’s Date _____ Requesting Services for Semester _____ Year _____

Last Name _____ First Name _____ Middle Init _____

Date of Birth _____ Gender _____ Pronouns _____

Bison ID @ _____ Building/Dorm Name _____

Local Street Address _____

City _____ State _____ Zip Code _____

If you would like to request this form in an alternative format, please contact the Office of Student Services by phone at 202-238-2420 or email at oss.disabilityservices@howard.edu.

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Primary Phone Number _____ Secondary Phone Number _____

Email Address: _____

Emergency Contact:

Name: _____ Phone: _____ Relationship: _____

Enrollment Information

Enrollment Status: _____

Level of Study: _____

School or College: _____

Major: _____

Degree Type Pursuing: _____

Academic Advisor's Name: _____

Course Schedule

Please use the spaces below to list your course schedule in the following format
Course name, Instructor Name, Format (in person/ online), Meeting Days, Meeting Time, Location.

e.g. Happiness 101, Professor Williams, In Person, MWF, 12:10-1:50pm, UGL Room L013

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Course Schedule continued

Disability Information

DISABILITY INFORMATION: Check all documented disabilities that apply to you

- | | |
|---|---|
| ADHD | Medical Condition |
| Autism | Mobility Impairment |
| Blind / Low Vision | Neurological Disorders |
| Cancer | Orthopedic Impairment |
| Cerebral Palsy | Post-Traumatic Stress Disorder (PTSD) |
| Chronic Illness | Psychiatric (anxiety, bipolar disorder, etc.) |
| Condition Requiring Medical Housing Accommodation | Psychological Disabilities Speech Impairment |
| Deaf / Hard of Hearing | Temporary Condition |
| Epilepsy/Seizure Disorder | Traumatic Brain Injury |
| Food Related Medical Condition | Other: |
| Learning Disability | |

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Impact of Disability

Please describe the nature and extent of your disability. Describe the limitation imposed by your disability and how those limitations interfere with your ability to meet a specific academic requirement:

Previous Accommodations:

List accommodations received in previous academic environments. Write NA if not applicable

List the accommodations you are requesting (e.g. additional time to complete exams, assignments, permission to record lectures, seating, parking etc...)

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Student Acknowledgements

- I am responsible for contacting the Office of Student Services/Disability Support office to request accommodations.
- I am responsible for completing the intake forms and providing appropriate, timely documentation to the OSS office.
- I am aware that once I have completed the *Student Request for Accommodations Form*, submitted my supporting documentation, and have had a formal intake meeting, the process can take up to three weeks to be completed.
- I am aware that the request for accommodations must be completed each semester.
- I am aware that if I drop or add classes, I am responsible for informing the OSS office.
- I am aware that I am responsible for providing the accommodations letter to the appropriate party.
- I am aware that if I need to request a new accommodation, I must provide updated documentation and schedule a meeting with the OSS, Disability Support office
- I am aware that it is my responsibility to communicate directly with my faculty regarding exam accommodations and stay in communication about the time and place of such exams.
- I am aware that it is my responsibility to contact the OSS/ Disability Support office if I am having any difficulties receiving my accommodations.
- I am aware that notetaking assistance as an accommodation, in any form, is for my use only and may not be shared.
- I am aware that approval of a requested accommodation is dependent upon the documentation provided, the diagnosis of a disability, the level of study, and the accommodation that is being requested.
- I am aware that I may be eligible for temporary accommodations pending the request for additional documentation. Should this occur, I am responsible for providing the updated /additional documentation prior to requesting accommodations again.

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- I am aware that accommodations are not retroactive.
- I am aware that accommodations may also be provided for a temporary disability.
- I am aware that a request for an accommodation that creates a "fundamental alteration" or lowers the academic standards of a course will not be provided.
- I am aware that the OSS is responsible for providing services for students with disabilities as per Howard University procedure, and as a result faculty are not required to provide any accommodations without a plan from the OSS.
- I am aware that to receive accommodations for exams and quizzes the faculty will need at least one week's notice to coordinate and provide the accommodation.

By signing, I guarantee the information provided is correct to the best of my abilities, and hereby give permission to the Office of Student Services to release information to appropriate University personnel, to aid in the consideration and implementation of disability accommodations.

Student Signature: _____

Printed Name: _____

HU ID: @ _____ Date: _____

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Rights and Responsibilities

Rights and Responsibilities of Students with Disabilities

As a student with a disability at Howard University, you have a right to:

- The right to choose when and to whom they will disclose their disability.
- Equal access to courses, programs, services, and activities offered by the University.
- Reasonable accommodations and adjustments, when needed, to achieve equal access.
- Decide whether to use the curricular and co-curricular accommodations for which you have been approved.
- Seek resolution to concerns about access or discrimination through the University's procedures for filing informal and formal grievances.
- All other rights and privileges available to other students at the University.

As a student with a disability at Howard University, you have a responsibility to:

- Meet qualifications of, participate in, and maintain the essential institutional standards for courses, programs and activities.
- Self-identify to ODS as a qualified individual with a disability when an accommodation is needed and seek information, counsel, and assistance as needed and in a timely manner.
- Demonstrate and/or provide documentation from an appropriately qualified professional explaining the way the disability limits participation in courses, programs and activities.
- Follow University procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- Inform ODS of any concerns about classroom accommodations, disparate or disparaging treatment related to disability, or access issues on campus as soon as the issue arises.

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Rights and Responsibilities of the Office of Student Services/ Disability Support

The Office of Student Services/Disability Support (“ODS”) has the right to:

- Identify and establish the essential functions, abilities, skills, knowledge, requirements, and standards for courses, programs, services, and activities, in collaboration with campus partners, and to evaluate students on this basis.
- Request and receive relevant documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services. The documentation must be from a qualified evaluator and meets the guidelines of appropriate documentation of the University. Suggested recommendation for accommodations must be clearly demonstrated in the evaluation.
- Request outside review of documentation from a qualified evaluator in order to help determine reasonable accommodations.
- Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if the information provided by the student fails to substantiate areas of functional impairment, the documentation provided does not adequately support the requested accommodation, or if you fail to provide appropriate documentation.
- Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if will alter an essential course requirement or result in a fundamental alteration of a course, program or service, or poses an undue hardship on the University.
- Approve and select reasonable, equitably effective accommodations adjustments, and/or auxiliary aids and services on behalf of the University.

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The Office of Student Services/Disability Support has the responsibility to:

- Establish and disseminate criteria for the use of disability services.
- Maintain appropriate confidentiality of student education records in compliance the Family Educational Rights and Privacy Act (“FERPA”) and other applicable laws and regulations.
- Determine eligibility for participation of students with disabilities in the academic accommodations process based upon a review of appropriate documentation.
- Ensure students with disabilities who self-identify and meet University criteria for eligibility to receive reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids based upon the individual's need.
- Collaborate with faculty and staff regarding essential course and/or program requirements and appropriate reasonable accommodations.
- Ensure that University courses, programs, services, and activities, when viewed in their entirety, are offered in the most integrated and appropriate settings.
- Inform students with disabilities of university policies and procedures for filing a formal grievance through the Informal ADA Grievance Policy, the Formal Grievance Procedure and/or through external agencies (e.g., Office of Civil Rights).

I have read and understand the above rights and responsibilities.

Student Signature: _____

Printed Name: _____

HU ID: @ _____ Date: _____

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