# UNIVERSITY OF JUSTICE

## ACCOMMODATION REQUEST FORM

### SECTION I: STUDENT DEMOGRAPHIC INFORMATION

STUDENT FULL NAME _____

STUDENT ID (SID) _____

CURRENT ACADEMIC LEVEL (UNDERGRAD/GRAD) _____

ENROLLED SEMESTER/YEAR _____

### SECTION II: DISABILITY CATEGORY

Select all that applicable to your request:

- ☐ Learning Disability (e.g., Dyslexia)
- ☐ Psychological / Mental Health
- ☐ Sensory (Vision / Hearing)
- ☐ Temporary Disability (e.g., Injury)
- ☐ ADD / ADHD
- ☐ Mobility / Physical Disability
- ☐ Chronic Health Condition
- ☐ Other: _____

### SECTION III: REQUESTED ACCOMMODATIONS

Please list specific accommodations you are requesting (e.g., extended testing time, note-taker, etc.):

Explain how these accommodations will mitigate barriers in the learning environment:

### SECTION IV: AUTHORIZATION AND RELEASE

I authorize the University of Justice Disability Services Office (DSO) to receive and review my medical/psychological documentation. I understand that this information will be kept confidential and used only to determine appropriate accommodations.

Student Signature _____ Date _____

# UNIVERSITY OF JUSTICE

## POLICY & SUBMISSION GUIDELINES

## 1. Our Commitment

The University of Justice (USJ) is committed to providing equal access to its educational environment for all students in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The Disability Services Office (DSO) facilitates this access through reasonable clinical and academic accommodations.

## 2. The Registration Process

1. **Form Submission:** Complete and submit this Accommodation Request Form (USJ-DSO-101).
2. **Documentation:** Submit current, comprehensive documentation from a qualified healthcare provider. Documentation must verify the disability and illustrate the functional limitations in an academic setting.
3. **Intake Interview:** Once the form and documentation are received, you will be invited for an intake meeting (in-person or virtual) to discuss your needs and develop an Accommodation Plan.
4. **Faculty Notification:** Validated accommodations are shared with instructors through an "Official Notification Letter." Your specific diagnosis is never shared with faculty.

**Important Deadline:** Students are encouraged to submit their requests at least four (4) weeks prior to the start of the semester to ensure accommodations are in place for the first day of classes.

## 3. Confidentiality Statement

All disability-related information submitted to the DSO is considered private and is maintained in a secure file. This information is only shared with university officials on a "need-to-know" basis for the purpose of implementing accommodations.

## 4. More Information

For detailed documentation guidelines by disability type, appeal procedures for denied requests, or to access the Student Handbook on Accessibility, please visit the official University of Justice website:

**www.universityofjustice.us**