

## Accommodation and Accessibility Process

INTENT: Urban College of Boston is committed to the success of its students. This includes providing equal access to all members of the student body. The Accommodation and Accessibility Process document provides step by step instructions to address student inquiries and requests for accommodations and includes accessibility resources. If a student discloses a disability and is interested in requesting an accommodation, please encourage the student to contact the Director of Student Affairs:

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1. Student looking for accommodations initiates communication with the Director of Student Affairs directly
  - Director of Student Affairs provides the Accommodation Request Form (ARF) and the process begins
  - **If the student does not contact the Director of Student Affairs, the process cannot begin.**
2. Student is responsible for completing and submitting the ARF to the Director of Student Affairs
  - Student completes and submits the ARF to the Director of Student Affairs
  - **If the student does not submit the ARF, the process is on hold until the ARF is submitted.**
3. The Director of Student Affairs reviews the ARF and requests that the student submits appropriate disability documentation (e.g. Medical Provider Form (MPF), IEP, 504, Neuropsychological evaluation, Psychoeducational evaluation, etc.)
  - Student submits disability documentation to the Director of Student Affairs
  - **If the student does not submit disability documentation, the process is on hold until disability documentation is submitted.**
4. Director of Student Affairs schedules an intake meeting to discuss the student's experience with their disability and review documentation.
  - Director of Student Affairs may request additional documentation prior to scheduling an intake meeting.
5. After the intake meeting, either:
  - a: Additional information is needed and student is informed in writing.
  - b: The information provided was sufficient to make an accommodation determination.
6. Director of Student Affairs will issue official communication with an accommodation decision. Either:
  - a: All requested accommodations were approved as indicated in an accommodation letter
  - b: Some (not all) accommodation(s) were approved as indicated in an accommodation letter
    - Student will receive one letter indicating which accommodations were approved
    - Student will receive a second letter indicating which accommodations were NOT approved
  - c: None of the requested accommodations were approved as indicated in a denial letter

## Accommodation and Accessibility Process

- Student is informed in writing of the grievance process and has the right to an appeal.