

Accessibility Support



University
College

Instructions

Please print, sign, and fax, or scan, completed form to student success department at the fax number or email address noted below.

Presence

You will find the accessible content that University College has authored throughout the course pages where it may be needed. For instance, audio narration transcripts of a presentation are provided as a linked PDF document on each presentation page within the courses. If you require different accommodations than those that are present in your course, please contact your success coach as soon as possible. Your success coach will direct you to the appropriate application form and help you with the procedure for requesting reasonable accommodation, wherever possible.

Process

- Complete an [Academic Accommodations Application](#) (PDF).
- Students are encouraged to submit the application as soon as possible to allow sufficient time for accommodations to be designed and put in place. The time frame for the development and process of accommodations may vary according to disability.
- Provide documentation of the disability. (Documentation must be within three years.)
- Student is contacted by telephone to discuss academic accommodations available based on the specific disability(ies) and what UC can offer, after the application is reviewed.
- A student who has filed a declaration of disability is not required to make his or her disability known to his/her professor nor the other students in their courses. UC strongly recommends that all affected parties are informed by the declaring student, in order to anticipate and receive reasonable accommodations that must be addressed on a timely, thoughtful basis. Disclosure options are provided on the application.
- The Academic Accommodations Application and documentation should be signed and returned directly to the Office of Student Success via email attachment to studentsupport@uc.apu.edu or via fax at (626) 857-2449.
- Academic accommodations must be requested prior to each session by filling out a [Session Request for Accommodations](#) form. (Please note, you must have a UC email address to access the form.)

People

Accommodations are individualized based on the learning needs of each student and upon documented verification of disability. University College's student success department is the designated office for:

- Verification of disability
- Disability documentation archive
- Coordination of direct services for UC students with specific disabilities

Practice

- As courses are developed at University College, measures are taken to include content in varying formats for visually impaired and hearing impaired users, including transcripts of audio wherever it is possible to provide it. Some videos or other audio content that is not owned by UC may not have transcripts readily available, but can be manually transcribed if and when a need arises with ample notice.
- Wherever possible, some textbooks for some UC courses have been converted to an accessible ebook format that can be navigated by visually impaired and profoundly blind students using screen-reading technologies.
- In some cases, other accommodations must be made to provide equal access to the content or functionality of those features, which must be worked out with the student and the success coach who is responsible for assisting students in obtaining reasonable accommodations.
- UC makes every effort within reasonable expectation to provide reasonable accommodations for varying abilities, physical and cognitive.
- In addition to creating accessible content, the curriculum in any course where special needs are present will be made accessible upon request or as deemed necessary based on declaration of disability recommendations.

Student Signature

I acknowledge that I have read and understand the accessibility support information in this document.

Student's First Name, Middle Initial, Last Name

Date