



Disability Self-Disclosure Form

(All information will remain confidential)

If you are a student or applicant who is in need of accommodations related to a disability, completion and submission of this form is the first step in Sullivan University's Verification Process. Sullivan University supports the tenets and spirit of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Each step of the Verification Process is printed on the back of this form. Sullivan University's policy related to disabilities may be located in the Student Handbook.

Student Name _____
(First) (middle initial) (Last)

Student ID Number _____ Phone Number _____

Type of Disability (please be specific): _____

I am requesting learning-related accommodations: ☐ Yes ☐ No

Student's Signature _____ Date _____

This form must be returned to an appropriate University official at which time you should obtain a Verification of Disability Form and more information about the process:

Undergraduate and graduate students with learning or psychological disabilities should contact an administrative Associate Dean or Dean through their campus's Administrative Office. Online students should contact the Dean of Online Studies. Students enrolled in the College of Pharmacy should contact the Associate Dean for Student Affairs at the College of Pharmacy.

All students who have a mobility-related, physical or other need for accommodation should contact the Dean or Director responsible for student services through their respective campus's Student Services office.

The **Verification Process** and procedure for students to request disability-related accommodations is as follows:

1. The disability must be disclosed to the appropriate University official by using the *Sullivan University Disability Self-Disclosure Form*.
2. After a student discloses his/her disability, a *Verification of Disability Form* will be provided and is to be completed by an appropriately licensed professional. That completed form and all supporting documentation must be returned to the appropriate University official for further consideration.
3. The University official will normally, upon receipt, review the documentation within 3-5 business days and determine the following:
 - a. Does the condition rise to the level of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act?
 - b. What are the functional limitations of the disability in an educational setting?
 - c. What, if any, accommodations are reasonable and appropriate for the student?
4. After the student confirms delivery or personally provides delivery of the documentation to the University official, the student should confirm with the official that the documentation is sufficient. If it is not, the student will be informed that they are required to provide additional documentation.
5. If the documentation is sufficient, the student will meet with the administrator to develop a plan for accommodation. A letter will be produced for the student that verifies the disability and describes the nature of each accommodation to be made.
6. The student then has the responsibility to deliver a copy of the letter to his/her instructors and discuss, in confidence, the listed accommodation(s). If a student has difficulty receiving the accommodation(s) listed, the student should request assistance from the designated University official. If additional copies of the letter are needed for subsequent terms, the student should contact the official with whom he/she originally worked.

Effort will be made by University officials to process requests and review material within a reasonable amount of time.