

Disability Access Services Procedures for Requesting Accommodations

NEW STUDENT:

Each student **who wishes to identify himself/herself** as an individual with a disability should complete the appropriate paperwork. To ensure accommodations are available on the first day of class, each student with a disability must do the following **at least four weeks prior** to the beginning of the semester:

- Complete the Aims Application for Admissions
- See an advisor and register for classes
- Schedule an intake appointment with Disability Access Services (D.A.S.) **at least four weeks prior** to the beginning of the semester by calling 970.339.6251
- Submit documentation of a disability* (submit a copy and keep originals for your own records)
- Complete a Student Intake Form
- Complete a Request For Accommodations Form
- Complete an Alternative Text Request Form if applicable

*To receive **academic accommodations**, each eligible student with a disability must:

- Provide appropriate, up-to-date documentation which establishes
 - (1) The existence of a disability and
 - (2) Supports the request for academic accommodations, services, and/or auxiliary aids
 - Assist the institution in identifying appropriate academic accommodations, services, and/or auxiliary aids.
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RETURNING STUDENT:

- Meet with your advisor and register for classes
 - Complete a Request For Accommodations Form **at least four weeks prior** to the beginning of the semester
 - Complete an Alternative Text Request Form if applicable
 - Schedule an appointment with the D.A.S. office to discuss specific classes and/or accommodations by calling 970.339.6251
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Once all completed forms have been turned into the D.A.S. Office, the paperwork will be processed and Faculty Accommodation Letters will be printed. Students will be notified that the letters are available for pickup through their Aims email account. Students are responsible for getting the letters to their instructors.

The Disability Access Services **must** be involved in the process of arranging any accommodations and services for a qualified student with a temporary or permanent disability seeking access to an educational program. Student requests for accommodations may not fundamentally alter the requirements and expectations of the program, activity, or service. Also, accommodation requests should not create an administrative or financial hardship/burden on the college. If a new student's documentation has been requested but has not been received by the beginning of the semester, temporary academic accommodations, services, and/or auxiliary aids may be arranged for that term.

If a student has questions or problems concerning the appropriateness of an accommodation, he or she must contact D.A.S. If no resolution occurs at this stage, the student should consult the current Aims Student Handbook for Grievance Procedures.