



STATEMENT OF DISABILITY SERVICES FOR STUDENTS:

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), West Coast University abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the University “solely by reason of the handicap.” West Coast University is committed to providing reasonable accommodations. Below is an example of some of the services that West Coast University may provide to students who qualify:

Services:

- Disability Office maintains confidential records
- Disability Coordinator(s) conducts initial intake meeting with student to review services and documentation required
- Disability Coordinator(s) receives documentation from student and conducts initial review and evaluation (verifies appropriate documentation, complete submission of documents, verifies disability, if needed consults with faculty, program chair, administrative departments, etc.).
- Disability Coordinator(s) meets with student to review documentation and appropriate/ reasonable accommodations
- Disability Coordinator(s) certifies approved accommodations.
 - Provides student with “Letter of Accommodation(s)”
 - Student signs “Letter of Acknowledgement and Student Responsibility”
 - When available, provides student with additional disability information and resources.
- Disability Coordinator(s) follows up with students each semester to maintain up to date records and reasonable accommodations.

The above list of services is not all inclusive. The availability of these may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

To request reasonable accommodations, please contact the Student Services Office at your campus and speak with the Disability Services Coordinator.