



Office of Student Accessibility Services

Illinois Wesleyan University
PO Box 2900
Bloomington, IL 61702-2900
309-556-3231 (phone), 309-556-3436 (fax)
<https://www.iwu.edu/accessibility/>
accessibility@iwu.edu

ACCOMMODATIONS REQUEST PROCESS

Illinois Wesleyan University (IWU) is committed to providing equal access to all campus programs, opportunities, and activities for students with disabilities or medical/mental health conditions. Determination of eligibility for reasonable accommodations and/or auxiliary aids is based on documentation received from qualified professionals.

Students who plan to request accommodations are strongly encouraged to contact the office as soon as they have deposited to attend IWU.

Self-advocacy is highly encouraged for students with disabilities or medical/mental health conditions as they progress through their collegiate experience.

ACADEMIC ACCOMMODATIONS REQUESTS

Initial process:

1. The student submits a verification form and/or applicable documentation (completed by a qualified professional) based on the student's diagnosis(s). Verification forms can be found at <https://www.iwu.edu/accessibility/>.
2. The student will be asked to complete an "Accommodations Request Form" to register with the Office of Student Accessibility Services and provide information regarding their request.
3. The student will meet with the Director of Student Accessibility Services.
4. Based on the documentation review and discussion with the student, reasonable accommodations will be determined based on the student's eligibility.
5. The Director of Student Accessibility Services will email the student outlining the reasonable accommodations the student has been approved for.
6. This initial process only has to be completed once unless changes/updates are needed.

NOTE: Submission of documentation does not guarantee approval.

Continuing process:

1. Each semester the student wants to request academic accommodations, they must submit a "Request for Academic Accommodation and Faculty Notification." This is a google form that will be emailed to the student at the beginning of each semester/term.
 - a. If the student does not need changes to their accommodations, this form can simply be submitted.
 - b. If the student would like to request changes to their accommodations, an appointment must be made with the Director of Student Accessibility Services.

ACADEMIC ACCOMMODATIONS REQUESTS (CONTINUED)

2. An accommodation notification email will be created for the current semester.
3. An accommodations notification email will be sent to faculty members identified by the student on the "Request for Academic Accommodation and Faculty Notification."
 - a. This email lists the accommodations the student is eligible for.
 - b. Accommodations do not go into effect for that semester until the email has been sent.
4. The student is responsible for contacting the faculty members to discuss/request specific accommodations.
5. Academic accommodations can be requested at any point, but they are not retroactive.

HOUSING/MEAL PLAN REQUESTS

Students with disabilities or medical/mental health conditions whose needs cannot be met through the standard room selection process and the standard meal plan options may request a housing and/or meal plan accommodation.

The following process should be completed by the [priority consideration deadlines](#) prior to each academic year:

1. The student submits a "Housing/Meal Plan Accommodation Request Form" (completed by a qualified professional). This form can be found at <https://www.iwu.edu/accessibility/>.
2. The student will be asked to complete an "Accommodations Request Form" to register with the Office of Student Accessibility Services and provide information regarding their request.
3. The Housing and Meal Plan Accommodation Review Committee will review both forms to determine if the request will be approved or denied.
4. The student will receive an email with the decision.
5. This process must be completed each academic year.

NOTE: Submission of documentation does not guarantee approval.

EMOTIONAL SUPPORT ANIMAL REQUESTS

IWU recognizes under the Fair Housing Act (FHA) the importance of emotional support animals which provide emotional support for individuals with disabilities. Illinois Wesleyan University is committed to allowing an emotional support animal necessary in providing individuals with disabilities an equal opportunity to use and enjoy University housing.

1. Students must follow the process outlined in the policy for emotional support animal requests found at <https://www.iwu.edu/accessibility/>.
2. This process must be completed each academic year.

NOTE: Submission of documentation does not guarantee approval.