

Academic accommodations for students with learning disabilities
Brief description of current process at AUP
July 2019

In accordance with the Americans with Disabilities Act (ADA), students may request academic accommodations while enrolled at The American University of Paris.

To be eligible for accommodations, students submit official medical documentation, dated within the past three years, to the Student Guidance Counselor in charge, Charlotte Vernier (cvernier@aup.edu). Once the documentation is validated, students and professors are notified of the student's eligibility for accommodations.

There are two categories of accommodations at AUP: *Exam Accommodations* and *Additional Accommodations*:

Exam Accommodations, which are provided by AUP, include:

- Extended time to complete exams
- Special space for exams to avoid noise and distractions
- Use of a laptop for exams

Eligible students are free to decide whether they require these accommodations for a given exam or not. If they would like exam accommodations, **it is their responsibility to inform their professors in advance about the accommodations they wish to request.** If a professor cannot personally administer the accommodation, **the students must submit their needs via the [Online Exam Accommodation Request form](#) no later than 2 weeks before the exam date.** The Academic Resource Center (ARC) will then manage the submitted forms and organize the requested exam accommodations.

A student's medical documentation may include recommendations for additional accommodations.

Additional Accommodations include other types of accommodations, such as:

- Use of a laptop in class
- Use of an audio recorder in class
- Receiving materials in advance of the class session (e.g. in-class readings, lecture notes, Power point slides)

These additional accommodations are not always available at AUP. **Students may choose to discuss these with their professors, but they need to be aware that although professors will provide guidance and advice, they are not required to provide these additional accommodations.** If professors have questions or concerns about these additional accommodations, they are invited to contact the Teaching and Learning Center (TLC) to discuss ways to help support students with learning disabilities.

To find out more about the procedures and policies for Academic Accommodations at AUP, please visit: <https://www.aup.edu/student-life/support/health-wellness/learning-difficulties>