Learning Accommodations Process

Student counselor
- Collects and validates official documentation
- Registers and communicates eligibility for learning accommodations
- Follows up with expired documents
- Refers students to specialists for cognitive evaluations

Student
- Meets with professors at the beginning of the semester to discuss their accommodations.
- If professor cannot provide accommodations (extra time, laptop, proctoring…), fills out an *Online Exam Accommodation Request Form* for **EACH** exam.

Professor
- Discusses with students the feasibility of providing required accommodations themselves.
- Refers students to the *Online Exam Accommodation Request Form* when providing accommodation themselves is not possible.

ARC
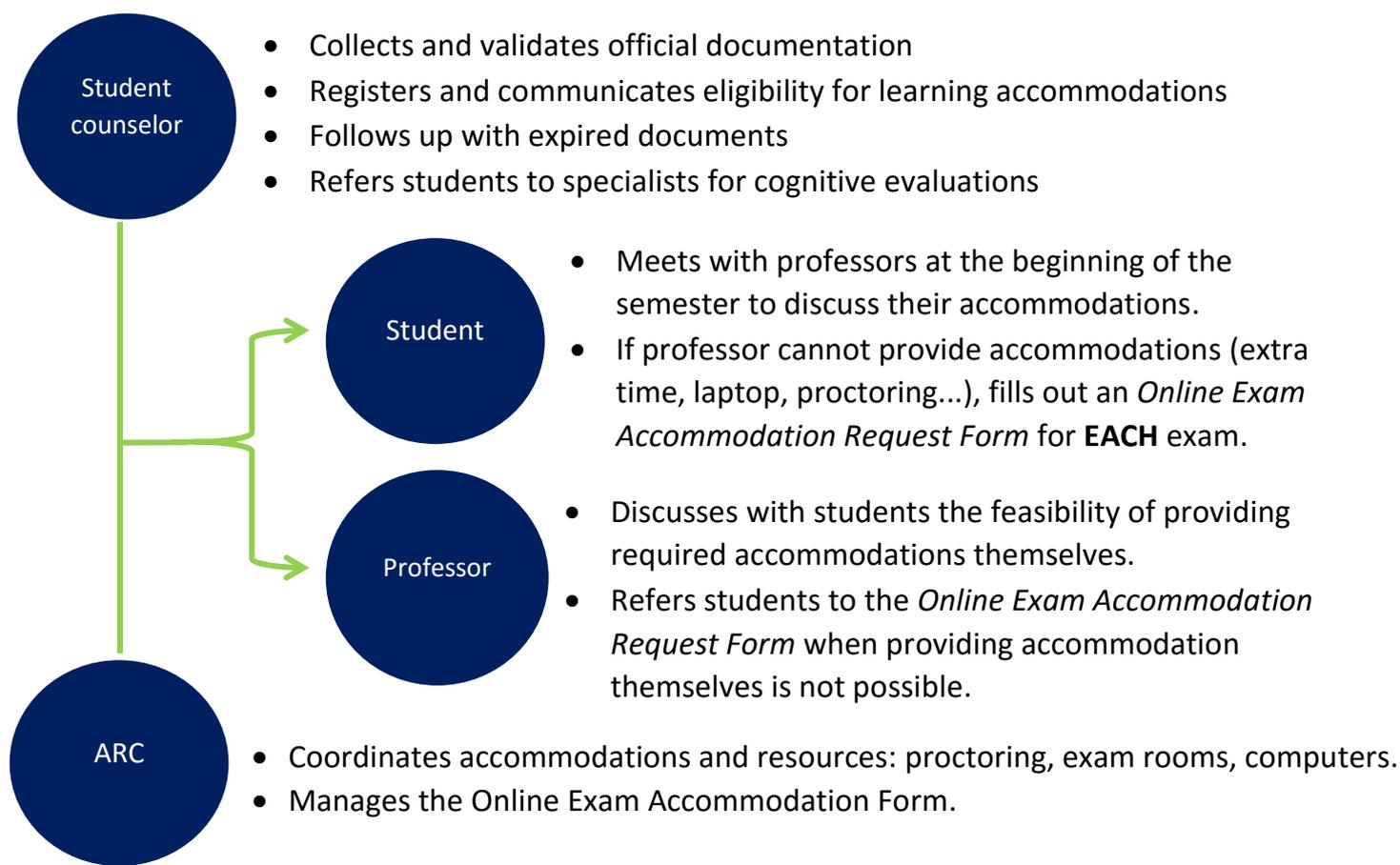- Coordinates accommodations and resources: proctoring, exam rooms, computers.
- Manages the Online Exam Accommodation Form.

Registering Learning Accommodations

Admissions informs all confirmed students on deadlines to provide official documentation.
- Valid documents must be submitted to the Student Guidance Counselor within the **first three weeks of classes** in the semester; Summer students must register within the first week of classes.
- If documents are provided at the latest **a week before orientation, we will guarantee accommodations as early as orientation week.**

Documents that will be considered and accepted as valid, must meet the following criteria:
- Must be current, and less than 3 years old.
- Must be issued by a licensed disability specialist.
- Originals must be presented, so a copy can be made and kept on file.
- Must specify clear and reasonable accommodations

The Student Counselor registers the accommodations. Once a student has submitted valid documentation, there is no need to present it again at the beginning of each semester, as long as the documentation remains valid.

Providing accommodations

Orientation:

- **Organizing Accommodations placement exams:** Advising Center/ARC manages and provides resources such as an exam room, extra time, laptops and proctors, if request forms are submitted before the deadlines.
- **Rosters:** The Student counselor provides the list of students attending the Accommodations placement exams and their authorized accommodations.

Beginning of classes:

- **As soon as documentation is registered, an email is sent to the students who are eligible for accommodations**, listing their approved accommodations and additional recommendations. They are asked to:
    1. **Meet with their professors**, preferably during their office hours, to discuss accommodation requests or concerns (reviewing the dates of the exams and coordinating how to incorporate accommodations into the course, etc).
    2. ==Submit an online exam accommodation request form at least two weeks in advance for EACH exam for which:==
        a. professors are not able to accommodate the extra time
        b. the student is requiring a separate space and/or laptop. **Students are not allowed to use their own laptop for exams,** except in special situations, in which case internet access should still be disabled (ARC support).
- **Between the end of Drop/Add week and the end of the 3rd week of classes an email is sent to all professors who have students requiring accommodations**. This email lists the approved accommodations and recommendations. It does not disclose private medical information.

End of the semester:

- **Final exams:** ARC sends students who submitted documentation a reminder of the deadlines and a link to the **online exam accommodation request forms.** If request forms are received after the two-week deadline, accommodations cannot be guaranteed.
- **Expiring documentation:** The student counselor sends reminders on expiring documentation and refers students to off-campus specialists for retesting & updating.

Support

- **Confirmed academic accommodations or official valid documentation:** Pamela Montfort, Student Counselor, pmontfort@aup.edu / 01.40.62.06.43

- **Accommodation resources (proctoring, exam room and/or computer) or Online Exam Accommodation Form:** Addison Nugent, ARC Assistant for Academic Support Services, anugent@aup.edu / 01.40.62.06.90