

1. PURPOSE

AUP is committed to allowing all students the opportunity to study and be evaluated as fairly as possible. This policy describes the roles of various units and individuals at AUP in ensuring that students with disabilities receive appropriate accommodations.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. POLICY STATEMENT

AUP shall make reasonable and appropriate accommodations in order to promote the ability of students with disabilities to fulfill the academic requirements of their programs. Accommodations shall be consistent with, support and preserve the academic integrity of the curriculum and the academic standards of courses and programs.

Procedures

- a. Academic accommodations will only be considered after the student has submitted valid documentation to the Office of Student Development indicating the educational disability and the recommended accommodations. The Office of Student Development will then notify all relevant faculty and staff members about these accommodations.
- b. Valid documents must be submitted to the Office of Student Development within the first week of the first semester of attending AUP; the academic accommodations will then be officially registered.
- c. Documents that will be considered and accepted as valid, must meet the following criteria:
 - i. Must be current, and less than 3 years old.
 - ii. Must be issued by a licensed disability specialist.
 - iii. Originals must be presented, so a copy can be made and kept on file.
 - iv. Must specify clear and reasonable accommodations. AUP staff members are not qualified to make recommendations to faculty based on testing results alone.
 - v. If documentation does not meet all of the above criteria, the student will be asked to be retested in order to be eligible to receive accommodations at AUP.
- d. Students should make an appointment with their professors, preferably during their office hours, to discuss accommodation requests.
- e. Students must submit an Exam Accommodation Form to the Academic Resource Center (ARC) if a professor cannot personally administer the accommodations.
- f. Exam Accommodation Forms must be submitted two weeks before the date of the exam. Late forms will not be accepted.

4. RESPONSIBILITIES

The **Student Development Guidance Counselor** is the primary contact for disability support services. The Counselor coordinates with other offices to provide the appropriate needed accommodations for students with a learning or physical disability and will assist students in requesting accommodations from faculty. The Guidance Counselor will provide information about on-campus support services and off-campus learning specialists for testing and/or support. The guidance counselor can serve as a liaison with The Office of Academic Affairs and the Academic Resource Center (ARC). The student counselor will send reminders to all students at the beginning of each semester. Students must regularly check their AUP email account. The student counselor can provide referrals for specialists.

In collaboration with The Office of Academic Affairs, the **Academic Resource Center** will receive and respond to the Online Exam Accommodation form, organize exam accommodations and resources (proctoring, laptops, rooms) and serve as a liaison with professors regarding accommodation arrangements.

The Teaching Learning Center discusses with professors how to support students with learning disabilities and how accommodations could be implemented in the classroom.

5. DEFINITIONS

Accommodations: changes that remove barriers and provide a student with equal access to learning and testing. Accommodations do not change what a student learns but rather how he or she learns and demonstrates his or her knowledge.

Learning disability: a range of neurological disorders that can interfere with learning basic skills such as reading, writing and math as well higher level skills such as organization, time management and attention spans.

6. APPROVALS & HISTORY

Reviewed and approved August 2017.

Update November 2020.

Next review November 2023.

7. ISSUING OFFICE AND CONTACT

Office of Student Development

studentaffairs@aup.edu

+33 1 40 62 06 31

Vice President for Security, Operations and Student Services

Dean of Student Development