

ACCOMMODATING STUDENTS WITH DISABILITIES

The Georgia Regents University College of Dental Medicine provides appropriate accommodations for students with disabilities in accordance with university policy and federal law. Georgia Regents University, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Georgia Regents University. (GRU.Policy.4.1.1.AccommodatingStudentsWithDisabilities.htm). Georgia Regents University employs the eligibility criteria adopted by The University System of Georgia to identify students who demonstrate specific disabilities. **Students' rights for confidentiality must be protected throughout the accommodations process** in accordance with regulations of both the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Overview of College of Dental Medicine Procedures:

Dental students requesting academic accommodations must present documentation of their need for accommodations to the GRU Office of Testing and Disability Services (OTDS) in Galloway Hall on the Summerville Campus. The Director of OTDS will review the student's documentation and prepare a *Classroom Accommodation Authorization Form* for the student and for the Associate Deans of Student Affairs and Academic Affairs in the dental college. At least one week prior to the first scheduled examination, the student must meet with the course director of each course to present their *Classroom Accommodation Authorization Form* and to discuss the accommodations they will need for the course. Requests for academic accommodations cannot be accommodated without adequate prior notification time. In addition, faculty cannot provide accommodations for students who have not presented the necessary authorization for these accommodations.

The Associate Dean for Academic Affairs will prepare an examination schedule for the semester that provides the additional testing time requested by the student without conflicting with the student's academic schedule. This schedule will be provided for the student and for the course directors and their administrative assistants. Whenever possible course directors shall administer and proctor exams with accommodations according to this schedule within their own department. When this is not possible, the Offices of Student Affairs and/or Academic Affairs may be asked to provide accommodations. When it is not possible to schedule a student's exam without conflicting with their academic schedule, exams will be scheduled in the OTDS Testing Center in Galloway Hall, at times between 5:00-10:00 PM or on

weekends. The OTDS will provide proctors and maintain security of the examination. Anytime that testing accommodations must be scheduled outside of a course director's department, it is the responsibility of the course director to 1) insure that the student's access to the exam in Exam Soft has been adjusted for the scheduled testing time; 2) provide the Exam Soft password to the proctor of the exam; 3) provide a hard copy of the exam and 4) an emergency contact number, in the event that technical problems make the exam inaccessible.

- The GRU Office of Testing and Disability Services requires students to register and renew their request for accommodations at the start of each academic term.
- Faculty must receive a new *Classroom Accommodation Authorization Form* for the student at the start of each course.

Student Responsibilities

1. Students requesting accommodations must register with the GRU Office of Testing and Disability Services, Galloway Hall, Summerville Campus, (706-737-1469).
 - Students must provide documentation as specified by the BOR regarding the nature of the disability and the necessary accommodations
 - Students must register to request accommodations at the start of each academic term
2. Students must meet with course directors to provide a copy of their *Classroom Accommodation Authorization Form* and to arrange for accommodations for each course exam in which the student is requesting accommodations.
3. Students must comply with the testing accommodation schedule provided by the Associate Dean for Academic Affairs
 - Changes to the exam accommodation schedule must be made through the Associate Dean for Academic Affairs
4. Students must adhere to the Academic Honesty Policies as stated by the Georgia Regents University Office of the Vice President of Academic Affairs and to the Code of Conduct of the College of Dental Medicine.

Responsibilities of the Office of Testing and Disability Services (OTDS)

1. Review documentation provided by students to determine the appropriateness of accommodations for each case. (Americans with Disabilities Act, 1990).
2. Prepare and provide *Classroom Accommodation Authorization Forms* for each student for the Associate Dean for Students, Admissions and Alumni, and the Associate Dean for Academic Affairs and Advanced Education. Students will submit copies of this form to their course directors.

3. Assist the Associate Dean for Academic Affairs and Advanced Education and course directors in scheduling and providing accommodations for students.
 - Galloway Hall Testing Center and proctors for written exams when necessary.
 - Maintain the security of course examinations administered in the Testing Center
4. Assist the student with the academic accommodations process.

Responsibilities of the Office of the Associate Dean for Students, Admissions and Alumni

1. Refer students to the GRU Office of Testing and Disability Services to register for and request academic accommodations.
2. Remind students to register with the GRU Office of Testing and Disability Services to request accommodations at the start of each semester.
3. Maintain files of students' *Classroom Accommodation Authorization Forms*.
4. Advise students to meet with course directors to arrange for accommodations in each course in which the student is requesting accommodations.
5. Assist the Associate Dean for Academic Affairs and Advanced Education and course directors in scheduling and providing accommodations for students.

Responsibilities of the Associate Dean for Academic Affairs and Advanced Education

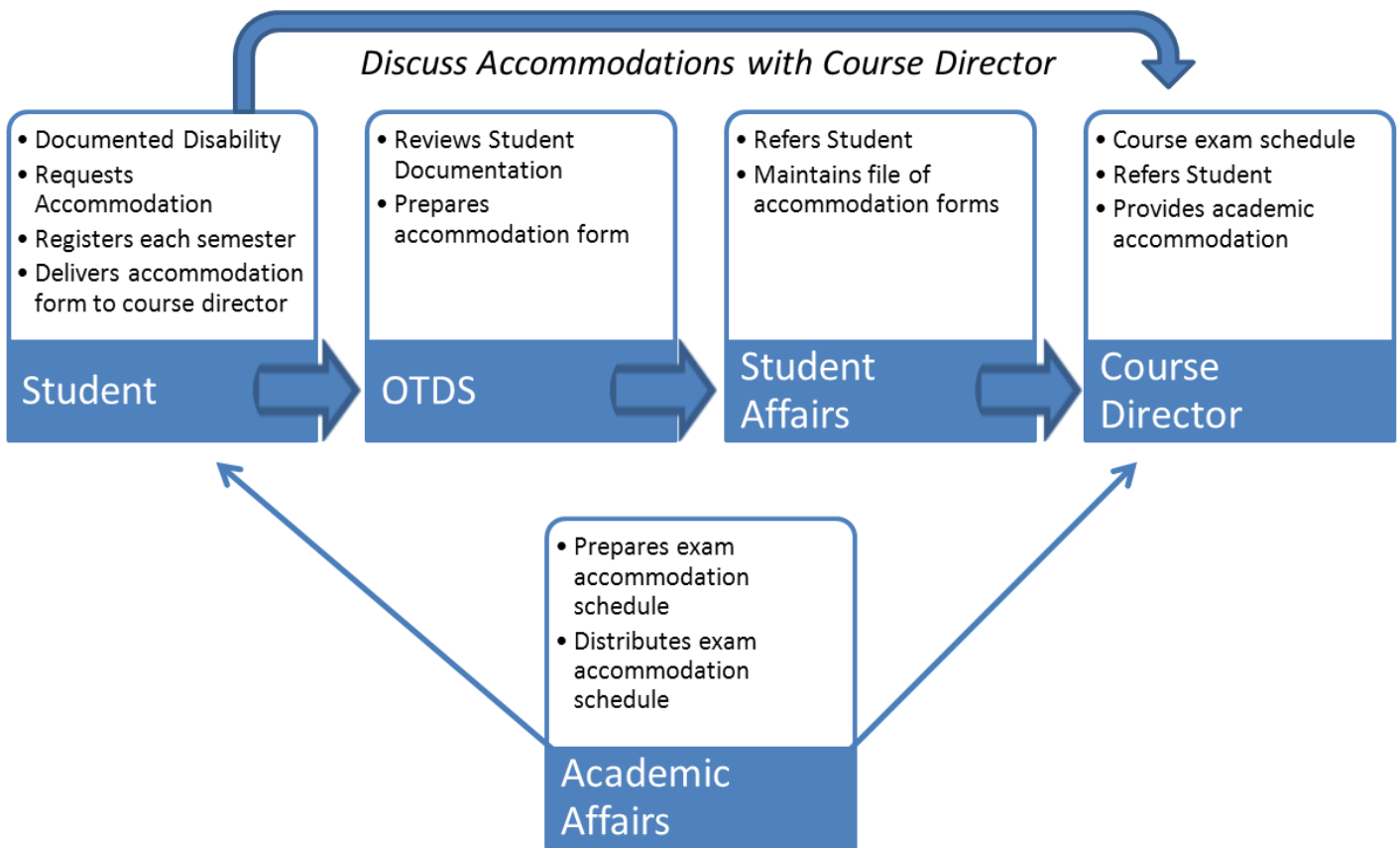
1. Prepare an exam accommodation schedule at the start of each semester for students requesting testing accommodations.
 - Based on exam schedules provided in course syllabi and students' accommodation needs
 - Send to students and faculty prior to the first scheduled course examination.
2. Negotiate testing time and space in the Galloway Hall Testing Center when exam accommodations cannot be scheduled in the College of Dental Medicine.
3. Advise students to meet with course directors to arrange for accommodations in each course in which the student is requesting accommodations.
4. Assist the Associate Dean for Students, Admissions and Alumni and course directors in scheduling and providing accommodations for students.
5. Assist students, faculty, the Director of Testing and Disability Services and the Associate Dean for Students, Admissions and Alumni in resolving problems associated with the academic accommodations process.

Responsibilities of Faculty Course Directors:

1. Refer students to the GRU Office of Testing and Disability Services to register for and request academic accommodations.
2. Provide accommodations to students for whom you have received a *Classroom Accommodation Authorization Form*.
3. Meet with the student at the start of the semester to discuss test accommodations and any other requested course accommodations.
 - Accommodations must be provided for written and computer based examinations.
 - An accommodation is considered unreasonable if it necessitates a modification of the essential nature of the program, eg clinical skills tests or lab practicals. (The essential course requirements must be spelled out either in the course description or in the course syllabus to qualify.)
4. Include this statement in the syllabus:

“Any student who feels that he or she may need an accommodation for a disability, should make an appointment with the Office of Testing and Disability Services in Galloway Hall, phone number (706) 737-1469.”
5. Maintain student confidentiality. At no time should the class be informed that a student has a disability, unless the student requests it.
6. Submit course syllabi with the exam schedule to the Associate Dean for Academic Affairs and Advanced Education prior to the start of the semester.
7. Comply with the exam accommodation schedule provided by the Associate Dean for Academic Affairs and Advanced Education.
8. Whenever possible course directors should administer exam accommodations in a quiet space within the faculty’s department, where the student can be proctored for the exam for the full testing period.
9. When testing accommodations must be administered outside of the faculty’s department, the course director or designee must provide the test password for the ExamSoft exam and a hard copy of the exam to the testing location proctor well in advance of the scheduled exam.
 - Emergency contact information should also be provided in case of technical problems with the exam.

Academic Accommodations Flowchart



- The GRU Office of Testing and Disability Services requires students to register and renew their request for accommodations at the start of each academic term.
- Faculty must receive a new *Classroom Accommodation Authorization Form* for the student at the start of each course.
- Students' rights for confidentiality must be protected throughout the accommodations process.