

## **ACCOMMODATING STUDENTS WITH DISABILITIES**

The Augusta University Dental College of Georgia ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Augusta University in accordance with Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendment Act (ADA-AA) of 2008 and with university policy. Augusta University employs the criteria established by the University System of Georgia Board of Regents for determining the presence of a disability. 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 Dental College of Georgia Procedures:**

Dental students requesting academic accommodations must present documentation of their need for accommodations to the AU Office of Testing and Disability Services (OTDS) in Galloway Hall on the Summerville Campus. Students are strongly encouraged to meet with disability services at the beginning of every semester in order to implement accommodations as soon as possible. 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. This *Classroom Accommodation Authorization* form is only valid for the semester corresponding to the date on the form. 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.

All accommodations are determined on an individual basis for each student. However, an essential learning component in pre-clinical courses and in the competency assessments for clinical courses includes a student's ability to perform a clinical procedure at an acceptable level on a patient 1) within a reasonable time frame, and 2) in a simulated clinical setting that includes the usual distractions of ambient noise and the presence of other patients and/or healthcare providers. These skills are essential to provide quality care for patients in a later professional practice. As long as faculty in the Dental College of Georgia have been provided with a Classroom Accommodation Authorization Form within the designated time frame listed

on the form (4 business days in advance), academic and test accommodations must be provided unless the student elects to waive the accommodations.

Course directors and students are responsible for ensuring that testing accommodations do not conflict with the student's responsibilities to other courses in their academic schedule. Whenever possible course directors shall administer and proctor exams with accommodations 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 other courses in their academic schedule, with advance notice, exams can usually be scheduled in Testing and Disability Services in Galloway Hall, at times between 5:00-10:00 PM or rarely 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.

### **Student Responsibilities**

1. Students requesting accommodations must register with the AU 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 request to continue accommodations every semester and are strongly encouraged to submit their request at the start of each semester.
2. Students must meet with course directors at least one week prior to the first exam with a valid *Classroom Accommodation Authorization* form to arrange for accommodations for each course exam in which the student is requesting accommodations.
3. Students must adhere to the Academic Honesty Policies as stated by the Augusta University Office of the Vice President of Academic Affairs and to the Code of Conduct of the Dental College of Georgia.

### **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. (ADA, 1990; ADA-AA, 2008).
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 Faculty Course Directors:**

1. If a student discloses that he or she has or may have a disability, refer students to the AU Office of Testing and Disability Services to register for and request academic accommodations.
2. Schedule testing times for accommodations for students upon request without conflicting with the student's responsibilities to other courses in the curriculum.
3. Provide accommodations to students for whom you have received a valid *Classroom Accommodation Authorization Form*.
4. Meet with the student when given a *Classroom Accommodation Authorization Form* in order to discuss test accommodations and any other requested course accommodations.
  - Accommodations must be provided for written and computer based examinations.
  - Notify Testing and Disability Services if an accommodation necessitates a modification of the essential course requirement. Please note that essential course requirements **MUST** be predetermined and clearly communicated in a course syllabus.
5. Include the following classroom accommodations information in the course 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."
  - "An essential learning component in pre-clinical courses and in the competency assessments for clinical courses includes a student's ability to perform a clinical procedure at an acceptable level on a patient 1) within a reasonable time frame, and 2) in a simulated clinical setting that includes the usual distractions of ambient noise and the presence of other patients and/or healthcare providers. These skills are essential to provide quality care for patients in a later professional practice."
6. Maintain student confidentiality. At no time should the class be informed that a student has a disability, unless the student requests it.
7. Submit course syllabi with the exam schedule to the Associate Dean for Academic Affairs and Advanced Education prior to the start of the semester.

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 Exam Soft exam and a hard copy of the exam to the testing location proctor well in advance of the scheduled exam.

**Reminders:**

- Emergency contact information should also be provided in case of technical problems with the exam.
- The AU Office of Testing and Disability Services encourages students to register and renew their request for accommodations at the start of each semester.
- Students must request accommodations and present a valid *Classroom Accommodation Authorization Form* to Faculty at least one week prior to the exam for each course.
- Students' rights for confidentiality must be protected throughout the accommodations process.

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

1. Refer students to the AU Office of Testing and Disability Services to register for and request academic accommodations.
2. Remind students to register with the AU 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.

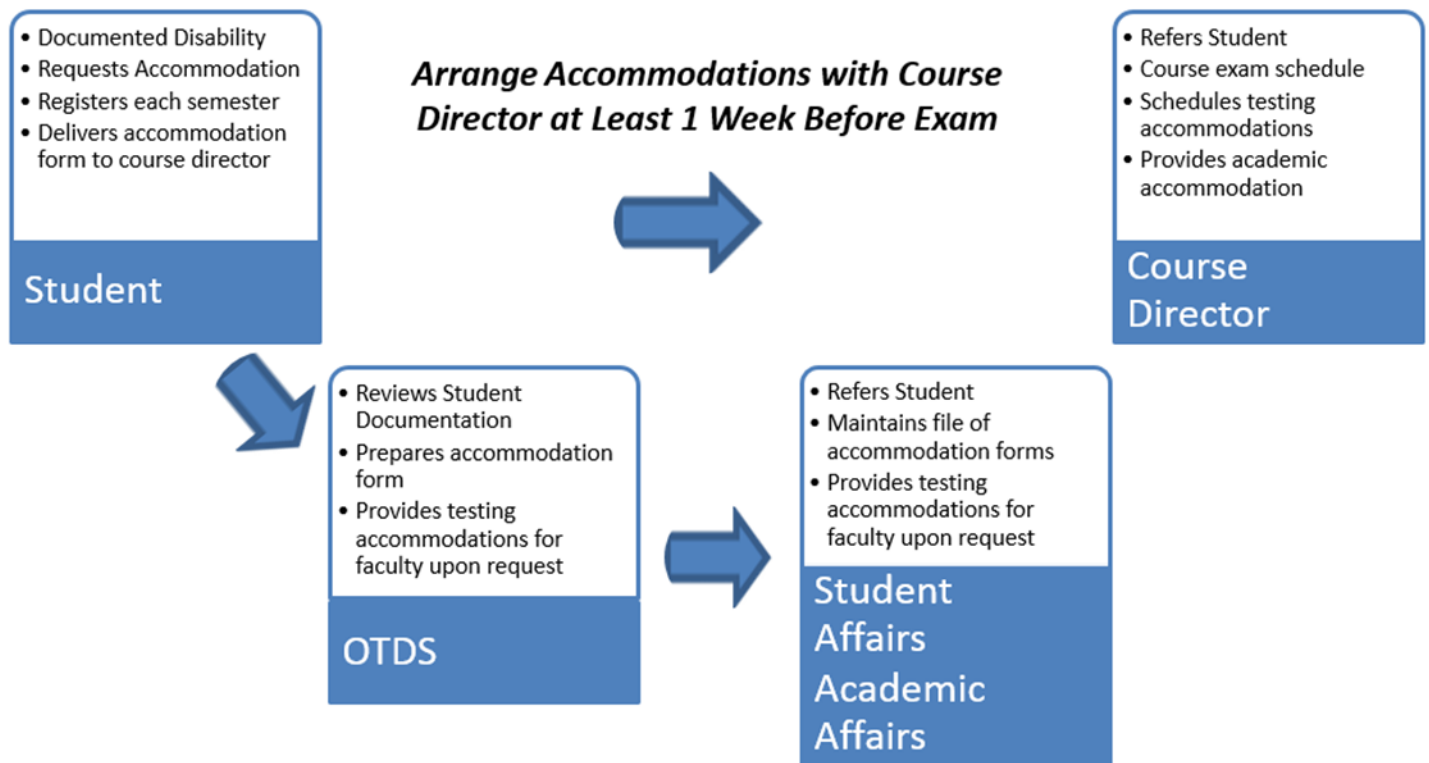
**Responsibilities of the Associate Dean for Academic Affairs and Advanced Education**

1. Negotiate testing time and space in the Galloway Hall Testing Center when exam accommodations cannot be scheduled in the Dental College of Georgia.
2. Advise students to meet with course directors to arrange for accommodations in each course in which the student is requesting accommodations.

3. Assist the Associate Dean for Students, Admissions and Alumni and course directors in scheduling and providing accommodations for students.
4. 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.



## Academic Accommodations Flowchart



- Revised 10/19/2016 with input from the AU Office of Testing and Disability Service.