

# Augusta University

## Policy Library

# Accommodating Students with Learning Disabilities

**Policy Owner: Dean, Student Life**

### **POLICY STATEMENT**

Augusta University, in accordance with Section 504 of the Rehabilitation Act of 1990 and the Americans with Disabilities Act – Amendment Act of 2008, ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Augusta University. The University System of Georgia has adopted eligibility criteria to identify students who demonstrate specific disabilities. The appropriateness of accommodations for each case must be evaluated on its own facts and merits by the campus Disability Service Provider (Americans with Disabilities Act, 1990).

To provide equal opportunity for all, Augusta University seeks to act in accordance with all University System of Georgia, State, and Federal guidelines regarding the provision of services to individuals with an identified disability.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

### **DEFINITIONS**

Augusta University shall use the definition of disability noted in the ADA. The term “disability” with respect to a student means (A) a physical or mental impairment that substantially limits one or more of the major life activities (including learning) of an individual, (B) a record of such an impairment, or (C) being regarded as having such an impairment. The Director of Testing and Disability Services (hereafter the Director) is the designated campus authority who determines whether the documentation submitted meets the criteria for accommodations.

### **PROCESS & PROCEDURES**

#### **PROCEDURE FOR RECEIVING ACADEMIC ACCOMMODATIONS**

Student Responsibilities:

1. Contact the Office of Testing and Disability Services located on the Summerville Campus in Galloway Hall, at 706-737-1469 or via email at [tds@augusta.edu](mailto:tds@augusta.edu), in order to arrange an appointment to register with the Office of Disability Services.
2. Prior to or on the day of your appointment, complete a Disability Services Intake Packet.
3. Provide appropriate documentation (as specified by University System of Georgia criteria) that includes a statement of diagnosis, how the diagnosed problem impacts

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**Office of Compliance and Enterprise Risk Management Use Only**

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your ability to learn, and suggested accommodations in order to validate your request for academic accommodations. Documentation must be current and by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. (You can receive information regarding documentation online and/or during your initial appointment.)

4. Follow up with Disability Services to confirm that your documentation has been received.
5. Meet with the disability service provider to request academic accommodations.
6. Follow all time deadlines and procedures necessary to receive your specific academic accommodations as established by the Office of Disability Services. It is the student's responsibility to provide the letter documenting his/her approved accommodations to each professor to receive the approved accommodations.
7. Prior to the beginning of each semester, Contact Testing and Disability Services, to discuss any necessary changes in your accommodations and to establish accommodations for current classes.
8. Contact Testing and Disability Services immediately should you encounter any difficulty or other concern regarding your academic accommodations.
9. Abide by the University's standards and guidelines for behavior in the Student Code of Conduct. (Please refer to Augusta University's Student Manual)
10. Adhere to the Academic Honesty Policies as stated by the Augusta University Office of the Vice President of Academic and Faculty Affairs. (Please refer to Augusta University's College Catalog.)

#### Disability Services Responsibilities:

1. Review the student's documentation and meet with the student, as necessary, to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student.
2. Meet with student to discuss the approved accommodations and the procedures necessary to obtain them.
3. Research and prepare paperwork (such as "Accommodation Letters") as necessary to facilitate receipt of appropriate accommodations for which the student is approved.
4. Assist the student with academic accommodations process.
5. Assist the student in resolving problems that may occur in the testing accommodations process.
6. Interact with Augusta University faculty, staff, and non- Augusta University professionals on student's behalf as appropriate (such as DRS counselors, other colleges or graduate programs).
7. Maintain records of interactions with student related to the administration of academic accommodations.

## REFERENCES & SUPPORTING DOCUMENTS

Alternative Textbook Request [http://www.augusta.edu/tds/documents/textbook\\_info.pdf](http://www.augusta.edu/tds/documents/textbook_info.pdf)

### Augusta University Policy Request Template

- New client Intake Form - <http://www.augusta.edu/tds/documents/intakepacket.pdf>
  - This intake information and supported documentation must be received prior to a student receiving any accommodation.
- Release of Records Form - [http://www.augusta.edu/tds/documents/release\\_of\\_records.pdf](http://www.augusta.edu/tds/documents/release_of_records.pdf)
  - This form is required if a student requests disability records to be released to another Individual.
- Criteria for Documentation of Specific Disabilities  
[http://www.aug.edu/testing\\_and\\_disability\\_services/disability/#documentation](http://www.aug.edu/testing_and_disability_services/disability/#documentation)

This is the link to BOR documentation criteria established for specific types of disabilities.

### Appendices

Technical Standards for Colleges Augusta University: College of Allied Health Sciences

- Clinical Laboratory Science <http://www.augusta.edu/alliedhealth/mlirs/cls/standards.php>
- Dental Hygiene [http://www.augusta.edu/alliedhealth/dental\\_hygiene/about.php](http://www.augusta.edu/alliedhealth/dental_hygiene/about.php)
- Nuclear Medicine [http://www.augusta.edu/alliedhealth/dental\\_hygiene/about.php](http://www.augusta.edu/alliedhealth/dental_hygiene/about.php)
- Occupational Therapy - <http://www.augusta.edu/alliedhealth/ot/documents/techstandards.pdf>
- Physical Therapy <http://www.augusta.edu/alliedhealth/pt/aboutpt.php#skills>
- Physician's Assistant - <http://www.augusta.edu/alliedhealth/pa/standards.php>-Radiation Therapy - <http://www.augusta.edu/alliedhealth/mlirs/rad-therapy/standards.php>Respiratory Therapy - <http://www.augusta.edu/alliedhealth/cdhs/rt/rtprofession.php>
- College of Dentistry - <http://www.augusta.edu/dentalmedicine/admit/admissions.php>
- College of Graduate Studies - <http://www.augusta.edu/gradstudies/nextstep/technicalstandards.php>
- Medical College of Georgia - <http://www.augusta.edu/mcg/admissions/application/prerequisites.php>
- College of Nursing - <http://www.augusta.edu/nursing/documents/policy28a.pdf>

### RELATED POLICIES

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### APPROVED BY:

President, Augusta University and CEO, AU Health System    Date: 02/21/2017