

## Academic Accommodations for Students with Disabilities - Policy & Procedures

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### 1.0 Purpose

- 1.1 The purpose of this policy is to ensure that all students with disabilities have access to educational opportunities at AUIB. We are committed to creating an inclusive and accessible learning environment that supports the academic success and personal development of students with disabilities.
- 1.2 This policy aims to provide reasonable accommodations, services, and support to eliminate barriers and promote an equitable educational experience for all students.

### 2.0 Scope

- 2.1 This policy applies to all students with documented disabilities who are enrolled in academic programs or courses at AUIB.
- 2.2 This policy does not apply to students who are experiencing temporary health issues. Students experiencing temporary health issues should discuss the possibility of academic concessions with the individual instructors of the classes in which they are enrolled.

### 3.0 Definitions

- 3.1 Disability - for the purposes of this policy, a disability is defined as a physical, sensory, cognitive, or mental health impairment that substantially limits one or more major life activities.
- 3.2 Documentation - refers to the official and current documentation provided by a qualified professional that verifies the existence of the student's disability and outlines the functional limitations that necessitate accommodations.
- 3.3 Interactive process - the ongoing communication and collaboration between the student and the Student Accessibility Services Coordinator to determine appropriate and reasonable accommodations based on the student's functional limitations and the essential requirements of the academic program.
- 3.4 Student Accessibility Services Coordinator - the designated coordinator, working within the AUIB Wellness Center, responsible for coordinating accommodations and support services for students with disabilities at AUIB.



- 3.5 Reasonable accommodations - adjustments, modifications, or auxiliary aids and services that are provided to students with disabilities to eliminate barriers and provide access to academic programs, courses, and university activities.

#### **4.0 Policy**

- 4.1 AUIB is committed to fostering an inclusive learning community where diversity is celebrated, and all students are treated with respect and fairness. Accommodation will be provided to promote equitable access without compromising academic standards.
- 4.2 Information related to a student's disability and accommodation is considered confidential. All records and communications will be handled in compliance with applicable laws and university policies.
- 4.3 AUIB is committed to continually improving accessibility to ensure that students with disabilities can participate in all aspects of campus life.
- 4.4 Accommodations will be tailored to meet the unique needs of each student. The Interactive Process will be used to determine appropriate accommodations based on the specific functional limitations and the academic context.
- 4.5 AUIB will make every effort to provide accommodations in a timely manner once the student's eligibility is established through the Interactive Process.
- 4.6 Students seeking academic accommodations must provide current and relevant documentation of their disability to the Student Accessibility Services Coordinator. The documentation should be prepared by a qualified professional and include a clear statement of the disability, its impact on major life activities, and recommended accommodations.
- 4.7 Students are responsible for initiating the request for accommodations through the Student Accessibility Services Coordinator. The Student Accessibility Services Coordinator will engage in the Interactive Process with the student to identify appropriate and reasonable accommodations based on the documentation provided.
- 4.8 Once the accommodations are determined, the Student Accessibility Services Coordinator will provide the student with an official Accommodation Letter. This letter will outline the approved accommodations and any necessary implementation instructions.
- 4.9 Faculty members and relevant university staff will be informed of the student's accommodations on a need-to-know basis. Faculty are expected to implement approved accommodations in a timely and confidential manner, respecting the student's privacy.

- 4.10 Accommodations may be reviewed periodically, or upon request, to ensure their effectiveness and relevance. The Student Accessibility Services Coordinator will collaborate with the student and faculty to make appropriate adjustments if needed.

## 5.0 Procedures

- 5.1 Students with disabilities are encouraged to voluntarily self-identify their disability to the office of Student Accessibility Services at the Wellness Center. This disclosure should occur as early as possible to allow for adequate time to arrange accommodations.
- 5.2 Students must provide documentation of their disability from a qualified medical or educational professional. The documentation should include information about the nature of the disability, its functional limitations, and any recommended accommodations.
- 5.3 All disability-related information provided by the students will be treated with strict confidentiality and disclosed only to relevant personnel involved in the accommodation process.
- 5.4 Students seeking accommodations should submit their formal request to the Office of Student Accessibility Services (designated for disability services).
- 5.4.1 The request should include the necessary documentation and specify the accommodations they are seeking.
- 5.4.2 Students seeking accommodation should schedule an appointment with the Student Accessibility Services Coordinator to initiate the process.
- 5.5 Upon receiving the accommodation request and documentation, the Student Accessibility Services Coordinator will engage in an interactive process with the student to discuss their needs, functional limitations, and appropriate accommodations.
- 5.6 The Student Accessibility Services Coordinator, in collaboration with relevant faculty or staff, will determine the appropriate and reasonable accommodations based on the documented disability, functional limitations, and the academic requirements of the course or program.
- 5.7 Once the accommodation determination is made, the student will be provided with a formal notification detailing the approved accommodations.
- 5.7.1 Faculty members or relevant staff involved in the course or program will also receive information about the approved accommodations while maintaining the student's confidentiality.



- 5.7.2 The academic institution will ensure the timely implementation of approved accommodations.
- 5.7.3 It is the responsibility of both students and faculty to adhere to the accommodation plan.
- 5.7.4 The Student Accessibility Services Coordinator may periodically review the effectiveness of accommodations and make adjustments as necessary.
- 5.8 The Office of Student Accessibility Services will provide ongoing training and awareness programs for faculty, staff, and students to promote understanding and support for students with disabilities.

**Related Policies and Documents**

Academic Accommodation Request

Appeals Policy

Privacy and Confidentiality

Records Retention Management

Student Services Access