

**ACADEMIC SUPPORT CENTER****ACADEMIC ACCOMMODATIONS INFORMATION****Academic Accommodations (AA)**

The Academic Support Center (ASC) works to coordinate academic accommodations (AA) for students with documented disabilities recognized by the Americans with Disability Act (ADA) that are impacting their academic performance, to the extent permissible by available resources.

Definition of Disability

According to the ADA, a disability is defined as a physical or mental impairment that substantially limits a major life activity (including walking, seeing, hearing, speaking, working, breathing, learning, and performing manual tasks, etc.), a record of such an impairment, or being perceived as having such an impairment. Typical conditions approved for academic accommodations at the ASC include:

- visual impairments
- hearing impairments
- mobility impairments
- speech impairments
- debilitating chronic illness
- mental health conditions including Specific Learning Disability (LD) and Attention Deficit Hyperactivity (ADHD)

Scope of Services

- Services for students with disabilities at the ASC are limited to coordinating academic accommodations.
- ASC is not able to provide mobility support/assistance. Students are expected to be mobile on their own, with the usage of equipment if needed mobility.
- Accommodations may be limited by available resources.
- ASC is not responsible for campus accessibility.
- Students are expected to:
 - move around independently for their daily activities on the AUS campus.
 - attend classes and study independently.
 - meet all course requirements including attendance requirements, deadlines, and complete all assignments/exams as required by the course or by the contract.
- ASC reserves the right to deny accommodations to individuals based on availability of resources, invalid/incomplete documentation, failure to meet deadlines or follow ASC contract conditions, or other circumstances as seen relevant by ASC.

Confidentiality

The ASC reserves the right to contact the referring party or medical/mental health professionals who provided disability documents to obtain further information as needed or provide feedback if requested. The ASC also reserves the right to communicate with faculty and staff at AUS as needed to coordinate academic accommodations for the students. Student records will be stored electronically on a secure network. Students may request to review the contents of their AA contract at ASC in the presence of ASC staff. All documents and contents of the student's file are the property of the AUS and the ASC.

Obtaining Academic Accommodation through ASC

- Disability services at ASC may be sought through the following means:
 - Students can seek out services themselves.
 - Students can be referred by parents or community medical or mental health professionals.
 - Students can be referred by AUS staff and faculty.
 - Students are required to disclose a known disability at the time of admission. Accommodations are not guaranteed if disability is present at the time of admission but not disclosed. All admitted students with a disclosed disability are required to attend an informational session at ASC at the start of their academic career at AUS. They will be referred to ASC through the Office of Enrollment Management if they have disclosed a disability.
- Students meet with ASC staff and must provide complete documentation of disability as outlined in this document. If applicable, students may also be asked to provide a copy of their "Sanad/ Disabled Card" issued by the Community Development Authority (CDA).
- If the student does not have an assessment report but would like to get an evaluation done, he/she would be provided with referrals.
- Once all the documents are obtained by ASC, a personalized contract will be written for each student by the ASC academic coach with the appropriate accommodations that can be provided at AUS. Each contract must be approved by the ASC Director, the Vice Provost, and the Associate Dean of the student's school/college.
- Upon approval, the ASC academic coach will provide the student with a stamped faculty letter stating the approved accommodations. Students receive their official AA Faculty Letter as soon as the contract has been approved. Copies of the letter must be given to instructors of all courses for which accommodations are needed at the start of semester or immediately after the AA contract is approved. The student should keep the original letter as proof of the authorized accommodations and give copies to the instructors.
- If braille or OCR conversion is required, students must purchase the book in advance and get it unbound. The reading materials may then be submitted to the ASC for conversion to alternate format. Note that this process may take approximately two weeks.
- Academic Accommodation implementation is handled at the college / department level. Effective Spring 2025, ASC has an Academic Testing Services initiative to serve the academic accommodations, extended testing time and less distracted testing space.
- Students should purchase any specialized equipment that is needed for studies at AUS, such as talking calculators, raised line drawing kits, audio recorders, etc. Students are ultimately responsible for providing all personal aid equipment needed for disability management and support at AUS.
- Students must inform the ASC of any problems encountered in obtaining the authorized accommodations in a timely manner so that corrective action can be taken.
- The deadline to apply for academic accommodations is the fifth week of the semester.

Document Requirements for Receiving Academic Accommodations

All assessment reports must:

- Be completed by a qualified and licensed medical/mental health professional and the assessment report should be on agency letterhead and include the credentials of the medical/mental health professional.
- Be written in the English language.
- Be current and valid.
 - In case of chronic mental health conditions, the assessment report should be no more than one year old.
 - In case of physical health conditions, the assessment report should not be more than 3 months old.
 - For stable lifelong conditions, older assessment reports can be accepted upon discretion of AUS University Health Services.
- Include a definitive/conclusive diagnosis (DSM-5/ICD-10 code should be noted) with date of onset of symptoms and severity level.
- Include functional impairments/limitations as a result of the condition, specifically the current impact of the symptoms on academic performance.
- Provide a summary of developmental and medical history.
- Include for LD:
 - educational history (academic and behavioral functioning in elementary and secondary education).
 - list of all normed test instruments used with relevant subtest scores.
 - criteria used to rule out alternative explanations for problems that may be impacting academic performance but do not constitute learning disability. Issues such as learning differences/styles, test anxiety, quality of early education, lack of study skills, language/cultural differences, etc. must be ruled out in the report.
- Include for ADHD:
 - educational history (academic and behavioral functioning in elementary and secondary education)
 - list of all normed test instruments used with relevant subtest scores.
 - criteria used to rule out alternative diagnosis and possible malingering.
- Include, if specific accommodations are recommended by the medical/mental health professional, a rationale for the recommendation. It should be noted that approved accommodations are determined by AUS and not the medical/mental health provider.
- Be approved by the University Health Clinic.