



## **ON CAMPUS**

### **Process for Providing Students with Learning Accommodations**

#### **Accommodations**

Hope International University requires a student with a disability to register with the Vice President for Student Affairs office which provides support services for students with disabilities, in order to receive accommodations. It is the student's responsibility to request services in a timely manner. The Vice President's office confirms the student's disability and eligibility for services and accommodations. A course instructor typically receives notification from this office detailing recommended accommodations for a student. The student with a disability is responsible for meeting all course requirements using only approved accommodations.

The goal is to give the student with a disability equal access to the learning environment. Individualized accommodations are not designed to give the student an advantage over other students, to alter a fundamental aspect of the course, nor to weaken academic rigor.

A specific learning disability is unique to the individual and can be manifested in a variety of ways. Therefore, accommodations for a specific student must be tailored to the individual. The following are examples of classroom, assignment, and examination accommodations that may be recommended for a student with a learning disability. When in doubt about how to assist a student, work with the student privately or contact the Vice President for Student Affairs' office which provides support services for students with disabilities.

#### **Registering Accommodations**

In order to register accommodations, students must complete the Disability Verification Form and submit it to the Vice President for Student Affairs via email, fax, hand delivered or postal mail.

Students must also submit documentation from a qualified professional to support a request for accommodations. Further, submitted information must meet Hope International University disability documentation guidelines. The documentation should be submitted to the office of Student Affairs along with the Disability Verification Form.

#### **Determination of Accommodations**

Because students' needs vary, accommodations are determined on a case-by-case basis. After documentation is evaluated by the Vice President for Student Affairs, students will be notified as to whether or not it has met the established guidelines and verifies that there is a functional limitation. Please note that the Vice President for Student Affairs may seek input from others, such as the professional providing the documentation before making a decision regarding reasonable accommodations.

The Vice President will discuss the initial accommodations letter with the students to insure all accommodations are addressed. The student must then acknowledge acceptance of the accommodations in person.

## **Notification of Instructors**

The Vice President for Student Affairs will send a letter that lists the approved accommodations to the student's professors.

It is the student's responsibility to contact each professor to discuss the accommodations.

Accommodation letters are only valid for the term in which they are issued. Therefore, each term students will be contacted to review ongoing accommodations.

## **Examples of accommodations:**

### **Classroom and Assignment Accommodations**

- provide effective peer note-takers from the class
- allow the student to tape record lectures
- allow the student additional time to complete in-class assignments, particularly writing assignments
- allow for course modification such as extended length of time to complete a program
- provide feedback and assist the student in planning the workflow of assignments. This is especially important with large writing assignments
- provide assistance with proofreading written work
- allow for course substitution with dean approval

### **Examination Accommodations**

- extended exam time, typically time and one half to double time
- to take exams in a room with reduced distractions.
- the assistance of a reader, scribe, or word processor for exams
- the option of an oral exam.
- to use spelling and grammar assistive devices for essay exams
- to use a calculator for exams.
- to use scratch paper during exams.

## **Appeals**

Students should discuss any concerns or problems related to the provision of reasonable accommodations with their Academic Advisor. If a student disagrees with the accommodations or has a complaint related to services provided by the Academic Advisor, he or she may utilize the appeals process.

### **Appeals Contact Information:**

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