



## ONLINE

### 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 their Academic Coach via email, fax, 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 their Academic Coach via email, fax, or postal mail.

#### 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. Also, the Academic Coach will arrange a telephone consultation with the student to discuss individual needs and reasonable accommodations. On occasion an extension of time to complete a course or a course substitution is needed in the online format. These accommodations are made on a case-by-case-basis and may impede academic progress as online courses have a shorter break between class starts. Please note that the Vice President for Student Affairs may seek input from others, such as the professional providing the documentation and online instructors, before making a decision regarding reasonable accommodations.

The Academic Coach will email the student a copy of the approved accommodations. The student must then acknowledge acceptance of the accommodations in an email response.

### **Notification of Instructors**

The Vice President for Student Affairs will email a memo that lists the approved accommodations to the student's Academic Coach. The Academic Coach will email the student's instructors and the student will be copied on the email.

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

Accommodation memos are only valid for the term in which they are issued. Therefore, each term, students must contact their Academic Coach to review ongoing accommodations and to request that online instructors be notified of reasonable accommodations.

### **Examples of accommodations:**

#### **Virtual Classroom and Assignment Accommodations**

- 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
- allow for course substitution with dean approval

#### **Examination Accommodations**

- extended exam time, typically time and one half to double time
- 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 Coach, he or she may utilize the appeals process.

### **Appeals Contact Information:**

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