



IMPLEMENTATION OF APPROVED REASONABLE ACCOMMODATION

1. As soon as reasonable determination has been made by the Office of the Provost, the approved form is forwarded to the Office of Student Services.
2. The Student Services Director will email to the Dean, Assistant Dean, and applicable Faculty the Notice of Approval of Accommodation for Disability form (Approval of Accommodation Form) no later than the 5th school day of each quarter. If a disability occurs during quarter to which a student requests an accommodation, the student must provide notification and AUHS will respond within 5 school days of receipt of notice. Accommodations for such students are only provided on a going forward basis once AUHS has been notified.
3. All approved accommodations must be kept confidential and must not be disclosed to any other staff/faculty member with the exception of the Provost, Dean, Associate Dean, and Student Services Director. Faculty cannot modify the approved accommodations in any manner, and should immediately contact the Student Service Director with any questions.
4. Each Approval of Accommodation Form includes the type of accommodation that the school is required to provide. Reasonable accommodations are individualized based on the request provided by the student's licensed health care provider.
5. In a case where testing accommodations have been approved, each Faculty member will create a schedule that includes the dates and times of testing during the duration of their course for the quarter, and also the number of students who need testing accommodation.
6. The Faculty member will email the schedule to the Librarian for implementation, and a copy of the schedule to the Provost, Dean, Assistant Dean, and Student Services Director.
7. The Librarian makes proctoring arrangements for students who need extended testing time/quiet testing room. The Librarian will immediately email a confirmation to the Faculty to acknowledge that the request has been received and another email after the Librarian has made proctoring arrangements.
8. Students who are approved to receive reasonable testing accommodation must sign in for proper documentation before each test is scheduled to begin. The Librarian or the proctor will be responsible for obtaining the student's signature.
9. Proctoring:
 - a. Testing must start on time as scheduled.
 - b. Before a student begins, a quiet testing area is made ready by clearing space and ensuring that appropriate resources are available.
 - c. The student is asked to surrender any unnecessary items e.g. cell phone.
 - d. The student signs in.
 - e. The student is escorted to the testing area, brings all necessary materials, settles in, and receives the test.

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- f. When the student finishes the test or time elapses, the assigned proctor collects the test/answer sheet.
 - g. The student claims his/her possessions and leaves the room/office after signing the completion form with time of completion.
 - h. The Librarian or the test proctor is responsible for forwarding all completed tests to the Faculty for grading.
10. A student who believes an approved accommodation was not provided should immediately contact the Student Affairs/Services office or the office of the Provost. If the student is not satisfied with the response, the student may also file a complaint using the AUHS *Student Grievance Procedure for Claims of Discrimination, Harassment, and Retaliation*.

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