

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.

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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