

AUGUSTA UNIVERSITY
OFFICE OF DISABILITY SERVICES
Galloway Hall, Summerville Campus

PROCEDURE FOR RECEIVING ACADEMIC ACCOMMODATIONS

Students

1. Contact Testing and Disability Services to schedule an intake appointment. This can be done via phone at 706-737-1469, via email at tds@augusta.edu
2. Appointments can be conducted in person or virtually via Teams.
3. Prior to or on the day of your appointment complete and submit a Disability Services Intake Packet. Intake packets can be accessed at <https://www.augusta.edu/tds/documents/newclientintake21.pdf>
4. Bring or submit via secure email the appropriate documentation that includes a statement of diagnosis, how the diagnosed problem impacts your ability to learn, and suggested accommodations in order to validate your request for academic accommodations. Documentation must be current and by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. Additional information can be found on our website or in our office.
5. Once accommodations have been approved, submit the current class schedule in the online Student Accommodation Manager (SAM) at the beginning of **every** semester.
6. Deliver Accommodation Letters to the faculty within one week of receiving the letters from Disability Services.
7. Contact the Office of Disability Services immediately should you encounter any difficulty or other concerns regarding your academic accommodations.
8. Abide by the University's standards and guidelines for behavior in the Student Code of Conduct. (Please refer to the *Augusta University Student Manual*.)
9. Adhere to the Academic Honesty Policies as stated in the *Augusta University College Catalog*.

Disability Services

1. Review the student's documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student.
2. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.
3. Research and prepare paperwork (such as "Accommodation Letters") as necessary to facilitate receipt of appropriate accommodations for which the student is approved.
4. Assist the student with academic accommodations process.
5. Assist the student in resolving problems that may occur in the testing accommodations process.
6. Interact with faculty, staff, and non-university professionals on student's behalf as appropriate (such as DRS counselors, other college or graduate program staff, etc.).
7. Maintain records of interactions with student related to the administration of academic accommodations.

Faculty Procedures

1. Include information regarding accommodation procedures in each course syllabus.
2. Discuss the accommodations with the student once the student delivers the Accommodation Letter.
3. Provide approved accommodations.
4. Contact disability services if there are any questions or concerns about approved accommodations.
5. Follow proper, designated procedures for implementation of accommodations. Please see the Accommodation Guide found here:
<https://www.augusta.edu/tds/documents/facultyguide.pdf>

