

Dental College of Georgia

DCG Policy Archive

Policy Title: DCG Accommodations Policy

Policy Owner: DCG: Office for Academic Affairs and Advanced Education

POLICY STATEMENT

The Dental College of Georgia (DCG) at Augusta University (AU) ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Augusta University in accordance with Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendment Act (ADA-AA) of 2008 and with Augusta University policy. Augusta University employs the criteria established by the University System of Georgia Board of Regents for determining the presence of a disability. Students' rights for confidentiality must be protected throughout the accommodations process in accordance with regulations of both the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Overview of The Dental College of Georgia Procedures:

Dental students requesting academic accommodations must present documentation of their need for accommodations to the AU Testing and Disability Services (TDS) in Galloway Hall on the Summerville Campus. It is the student's responsibility to meet with disability services at the beginning of every semester to implement accommodations as soon as possible. The Director of TDS will review the student's documentation and prepare a *Classroom Accommodation Authorization Form* for the student and for the designated representatives in the Dental College of Georgia (DCG). This *Classroom Accommodation Authorization* form is only valid for the semester corresponding to the date on the form. At least five business days prior to the first scheduled examination, the student is required to meet with the course director of each course to present their *Classroom Accommodation Authorization Form* and to discuss the accommodations needed for the course. Requests for academic accommodations cannot be accommodated without the required five-day prior notification. In addition, faculty cannot provide accommodations for students who have not presented the necessary authorization for accommodations.

All accommodations are determined on an individual basis for each student. However, an essential learning requirement in pre-clinical courses and in the assessments (including competencies) for clinical courses includes a student's ability to perform a clinical procedure at an acceptable level on a patient 1) within a single clinical session (morning or afternoon), and 2) in a simulated clinical setting that includes the usual distractions of ambient noise and the presence of other patients and/or healthcare providers. These skills are essential to provide quality care for patients in later professional

Academic Administration- Dean's Office Use Only

Policy No.: DCG Policy Reference #

Policy Sponsor: Joseph M. Vitolo, D.M.D., M.S., Ph.D.

Originally Issued:

Last Revision: July 9, 2021

Last Review: No Review Date if applicable (none if it is a new policy)

practice. As long as course directors in the DCG have been provided with a *Classroom Accommodation Authorization Form* within the designated time frame listed on the form (five business days in advance), the application of appropriate accommodations will be applied, any modifications will be determined through essential course requirements and an iterative process that involves faculty, Testing and Disability Services (TDS), the student, and may include the department chair.

Course directors and students are responsible for ensuring that testing accommodations do not conflict with the student's responsibilities to other courses in their academic schedule whenever possible. If the accommodation comes into conflict with another course, the student is not to be penalized for time missed as long they provide the proper documentation from TDS or the DCG test administrator. Whenever possible course directors shall administer and proctor exams with accommodations within their own department. If the course director is unable to proctor the exam an alternate faculty member may be assigned. Students have the option to take the test at the same time as their peers, without penalty, 1) as long as the scheduled exam is on the same day/time of the original exam and 2) as long the student does not miss simulation/clinical manikin/clinic time. When it is not possible to schedule a student's exam without conflicting with other courses in their academic schedule, to not disadvantage the student, with advance notice exams can usually be scheduled in Testing and Disability Services in Galloway Hall, during normal business hours or at pre-arranged extended times between 5:00-10:00 PM or rarely, on weekends. The TDS will provide proctors and maintain security of the examination. Anytime that testing accommodations must be scheduled outside of a course director's department, it is the responsibility of the course director to:

1. ensure that the student's access to the exam in the Learning Management System has been adjusted for the scheduled testing time;
2. provide the required password to the proctor of the exam, if needed;
3. provide a hard copy of the exam and
4. provide an emergency contact number, in the event that technical problems make the exam inaccessible.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within / associated with the DCG that are affected by this policy:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Faculty | <input checked="" type="checkbox"/> DMD Students | <input type="checkbox"/> Visitors | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Staff | <input checked="" type="checkbox"/> Dental Residents | <input type="checkbox"/> Vendors/Contractors | |
| <input type="checkbox"/> Patients | <input type="checkbox"/> O Bio Graduate Students | <input type="checkbox"/> Alumni | |

DEFINITIONS

Augusta University shall use the definition of disability noted in the ADA. The term “disability” with respect to a student means (A) a physical or mental impairment that substantially limits one or more of the major life activities (including learning) of an individual, (B) a record of such an impairment, or (C) being regarded as having such an impairment. The Director of Testing and Disability Services (hereafter the Director) is the designated campus authority who determines whether the documentation submitted meets the criteria for accommodations.

PROCESS & PROCEDURES

Student Responsibilities

1. Students requesting accommodations must register with AU Testing and Disability Services, Galloway Hall, Summerville Campus, (706-737-1469).
 - Students must provide documentation as specified by the BOR regarding the nature of the disability and the necessary accommodations.
 - Students must request to continue accommodations every semester and are required to submit their request at the start or prior to the start of each semester. Any request not submitted at least 5 business days prior to the exam will not be accommodated.
2. Students must meet with course directors at least five business days prior to the first exam with a valid *Classroom Accommodation Authorization* form to arrange for accommodations for each course exam in which the student is requesting accommodations. For some departments this meeting may include the department chair.
3. Students must adhere to the Academic Honesty Policies as stated by the Augusta University Office of the Vice President of Academic Affairs and to the Code of Professionalism and Ethics (COPE) of the Dental College of Georgia.

Responsibilities of the Testing and Disability Services (TDS)

1. Review documentation provided by students to determine the appropriateness of accommodations for each case. (ADA, 1990; ADA-AA, 2008).
2. A letter describing recommended accommodations is sent by Testing and Disability Services to the student and the student is responsible to provide a copy to each course director. The DCG Associate Dean for Academic Affairs and Advanced Education, DCG Assistant Dean for Student Affairs, and the Director for Assessment and Compliance are copied on the letter.
 - a. The letter identifies the recommended accommodation(s), and how the accommodation(s) may be applied.

- b. Clinical manikin and practical exams may receive accommodations depending on the essential requirements of the course with consideration of safety along with ongoing compliance with the DCG Technical Standards.
 - c. Final decisions regarding which accommodations are appropriate are determined through essential course requirements, technical standards and an iterative and interactive process that involves faculty, Testing and Disability Services, student, and possibly the department chair.
3. Assist the DCG Associate Dean for Academic Affairs and Advanced Education and course directors in scheduling and providing accommodations for students.
4. Assist the student with the academic accommodations process.

Responsibilities of Faculty Course Directors:

1. If a student discloses that he or she has or may have a disability, refer students to the AU Testing and Disability Services to register for and request academic accommodations.
2. Schedule testing times for accommodations for students upon request without conflicting with the student's responsibilities in other courses in the curriculum, when possible.
3. Course assessments and how accommodations may apply are discussed by the course director and department chair.
 - a. Determination of an individualized student solution is developed in conversation among the student, course director, TDS, and may include the department chair.
 - b. Students have the option to take the test at the same time as their peers, without penalty, under certain conditions:
 - As long as the scheduled exam is on the same day/time of the original exam.
 - As long as the student does not miss simulation/clinical manikin/clinic time.
 - c. Points will not be deducted if the student misses class time before or after the scheduled test for the class in which the accommodation is being given or for a different class as long as proper documentation is provided. It is the student's responsibility to make up missed material.
 - d. All tests should be scheduled at the same time as the rest of the class is taking the test. Whenever possible, exam accommodations should be administered in a quiet space within the faculty's department, where the student can be proctored for the exam for the full testing period by the course director or an assigned faculty member.
 - e. When testing accommodations must be administered outside of the faculty's department (e.g.; at the testing center), the course director or designee must provide the test password for the D2L exam and a hard copy of the exam to the testing location proctor one business day in advance of the scheduled examination. The testing center will provide written documentation

of the exam start and end time to the student. The student should not be penalized for arriving late to a class due to taking an exam. It is the student's responsibility to present proper documentation to the faculty to avoid penalty.

- f. Students may decline accommodations they previously accepted.
 - o The student must share the decision to decline accommodations with the course director in writing (email) including a specific statement of the decision five days prior to the assessment. Faculty will respond to the student to confirm receipt and copy the department chair and TDS.
4. Students may initiate accommodations at any time during the semester.
5. Student confidentiality must be maintained. At no time should other students or faculty be informed that a student has a disability and/or an accommodation.
6. Include the following classroom accommodations information in the course syllabus:
 - "Any student who believes that he or she may need an accommodation for a disability, should make an appointment with Testing and Disability Services in Galloway Hall, phone number (706) 737-1469."
 - "An essential learning component in pre-clinical courses and in the competency assessments for clinical courses includes a student's ability to perform a clinical procedure at an acceptable level on a patient 1) within a reasonable time frame, and 2) in a simulated clinical setting that includes the usual distractions of ambient noise and the presence of other healthcare providers. These skills are essential to provide quality care for patients in a later professional practice. "
7. Submit course syllabi with the exam schedule and essential learning requirements in the designated system in compliance with the established deadlines.

Reminders:

- Emergency faculty contact information should also be provided in case of technical problems with the exam.
- AU Testing and Disability Services encourages students to register and renew their request for accommodations at the start of each semester.
- Students must request accommodations and present a valid *Classroom Accommodation Authorization Form* to Faculty at least five business days prior to the exam for each course.
- Students' rights for confidentiality must be protected throughout the accommodations process.

Responsibilities of the Assistant Dean for Students

1. Refer students to the AU Testing and Disability Services Office to register for and request academic accommodations.
2. Remind students to register with the AU Testing and Disability Services Office to request accommodations at the start of each semester.
3. Advise students to meet with course directors to arrange for accommodations in each course in which the student is requesting accommodations. This meeting may include the department chair.

Responsibilities of the Associate Dean for Academic Affairs and Advanced Education

1. Advise students to meet with course directors to arrange for accommodations in each course in which the student is requesting accommodations.
2. Maintain files of students' *Classroom Accommodation Authorization Forms*.
3. Notify IT regarding extending testing times so they can help to prepare the Learning Management System.
4. Assist students, faculty, the Director of Testing and Disability Services and the DCG Assistant Dean for Students in resolving problems associated with the academic accommodations process.

REFERENCES & SUPPORTING DOCUMENTS

- <https://www.augusta.edu/tds/accommodation.php>
- *DCG Technical Standards:*
<https://augustauniversity.box.com/s/krxt6u614gyhu15cs414g2czbmn3kfps>

RELATED POLICIES

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APPROVED BY:

Dean, The Dental College of Georgia

Date: *Policy was approved*