



1. POLICY NAME: **PEOPLE OF DETERMINATION/DISABILITIES**

2. POLICY CATEGORY: **GENERAL POLICIES**

3. POLICY STATEMENT:

Non-Discrimination Statement

AUD does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by AUD.

People of Determination

People of Determination Support Services

The American University in Dubai is committed to providing reasonable accommodations and equal access to university programs and activities for people of determination with documented disabilities. A reasonable accommodation is one that is consistent with academic standards of the university and does not require substantial course or program alteration. The Health Center welcomes and encourages students with disabilities to identify themselves and to seek access to needed accommodations.

To ensure that accommodations are provided in a timely fashion, AUD encourages students to submit their requests well in advance of the start of any coursework for which the accommodation is requested.

Accommodations for People of Determination

Academic support accommodations that are provided to people of determination are based on their condition's limitations and specialist's recommendations.

People of determination can suffer from a physical, mental, or learning impairment/condition or disability that affects his/her lifestyle, limits one or more major life activities, and requires special accommodations.

- Physical conditions like: Diabetes, Heart problems, Epilepsy, Cancer, and others.
- Mental conditions like: Anxiety, Depression, Asperger's Syndrome and others.
- Learning disorders like: ADD/ADHD, Dyslexia, and Dyscalculia.

Accommodation Request Process for People of Determination

In order to request an accommodation, students must take the following actions:

1. Disclose his/her special condition via the *Student Health History Form*;
2. Provide the AUD Health Center with a medical report of his/her condition, signed by a doctor. In situations regarding students with psychological issues, a copy of any mental health reports will be given to the Personal Counselor;
3. Meet with the Health Center Director, and the Personal Counselor (for mental-health related cases) to evaluate his/her needs and level of support required, if any;
4. Sign the *Special Accommodations Request Form (SARF)* following the intake and assessment completed by the above-mentioned staff, to ensure that he/she understands the services being provided and the notification process as it relates to the academic units. This includes providing students with guidelines regarding the confidential nature of their file(s);
5. Meet with the Health Center Director or Personal Counselor to assess any academic support needed in terms of course load and course combination
6. A copy of the *Special Accommodations Request Form* will be emailed to students' instructors, and additional copies will remain in the Health Center and with the Personal Counselor. After receiving this form, the instructor should meet with the student privately to discuss applying these accommodations. The instructor can discuss any concerns about applying these accommodations with the Health Center Director or the Personal Counselor; and,
7. If a student has been diagnosed with a condition after admission to AUD, the student may request assistance at a period not less than two weeks before midterms or final exams, and will be required to follow the procedures as outlined above. Application of SARF is not retroactive.

In cases where students have missed classes, a midterm, or an exam, the student must provide a medical note from a doctor/hospital, which will be verified and approved by the Health Center Director or the Personal Counselor (for mental-health cases). The instructor will be notified by the above-mentioned staff member(s), as needed.

Students who refuse to benefit from the services/facilities provided through the Special Accommodations Request Form (SARF) or wish to discontinue their application during their academic stay, he/she must sign the Special Accommodations (SA) Waiver Form in the presence of the Health Center Director and Personal Counselor.

Confidentiality

The student is not obligated to disclose their condition or present any medical documentation or absence note to the instructor as this is considered confidential information privy to the Health Center Director and Personal Counselor. The Health Center Director will notify the student's professors of the legitimate medical documentation.

All medical files remain confidential with the exception of relevant faculty and staff being notified if they are expected to provide accommodations.

All communications between Health Center staff and a student automatically considered a “patient” is confidential, however, the Health Center Director is obliged to break confidentiality in these situations: if at risk of self-harm, at risk of harming someone else, or court ordered to release information.

The medical documentation does not excuse the student from class. A final decision on how to proceed remains at the instructor’s discretion.