



**Subject:**  
**Academic Accessibility**

**Policy Number:**  
AQP-007

**Department:**  
Academic Quality Policy

**Effective/Revised Date:**  
1 August, 2020

**Revision Date:**  
1 August, 2022

**Page 1 of 2**

## PURPOSE

Students with any disability are welcome in UGHE classrooms. UGHE operates on an equitable basis whereby all students have fair and comprehensive access to all programs and services for which they are qualified. To this end, UGHE is committed to ensuring all students have the chance to achieve their academic potential. This policy details the process by which students are afforded accommodations in their academic courses and the implementation of such accommodations.

## DEFINITIONS

**Academic accessibility:** Ensuring that all students have equitable access to all academic services, including but not limited to: course resources; coursework; information; classes; office hours; and supervision.

**Academic services:** Instructional methods or resources, educational services or school resources available to the student to allow the student to complete courses for which they are qualified.

**Accommodations:** modifications or adaptations of academic services to ensure equitable access for students with disabilities.

## SCOPE

This applies to all students enrolled at UGHE.

## PROCEDURE

If students have a disability and wish to request accommodations to ensure they can access academic services for which they are qualified, the following process must take place:

- The student registers their disability with the Educational Development and Quality Center (EDQC). Upon registering their disability with the EDQC, they may be required to complete an intake form and submit documentation detailing their disability. Required documentation may include medical records, which will be kept confidential. Students who refuse to submit the requested supporting documentation will not be eligible for disability services.
- The student meets with the EDQC and their relevant academic department to discuss any limitations and barriers, and any accommodations that might overcome these.
- The EDQC and relevant academic department then discusses and develops possible accommodations.

## RESPONSIBILITY

It is the responsibility of the student to communicate their disability to the Educational Development and Quality Center, and to provide current documentation and test results which are no less than 5 years old and from a qualified professional.

Students who register their disability and are offered academic accommodations in class, assignments or examinations, are required to uphold high standards of academic integrity and abide



<b>Subject:</b> <b>Academic Accessibility</b>				
<b>Policy Number:</b> AQP-007	<b>Department:</b> Academic Quality Policy	<b>Effective/Revised Date:</b> 1 August, 2020	<b>Revision Date:</b> 1 August, 2022	<b>Page 2 of 2</b>

by UGHE's Honor Code and Plagiarism Policy, as detailed in the *AQP-002.1* 'Student Honor Code, Academic Honesty and Integrity' policy.

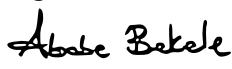

UGHE's Educational Development and Quality Center and academic departments are responsible for working with course faculty and the teaching and learning team to determine suitable, reasonable accommodations once this documentation has been submitted. The academic department, course faculty and teaching and learning team is then responsible for providing those accommodations to ensure the student is able to have equitable access to the course for which they are qualified.

#### REVISION/REPLACING

This policy is effective as of August 1, 2020 and will be subject to a review in August 2022.

#### MATERIALS/DOCUMENTATIONS

*AQP-002.1* Student Honor Code, Academic Honesty and Integrity

<b>Approved by:</b> Prof Abebe Bekele	<b>Signed:</b> 	<b>Date:</b> September 08, 2020	[STAMP] 
--	---	------------------------------------	--