

Handbook for Students with Special Needs



POLICY REGARDING STUDENTS WITH DISABILITIES

AIU London complies fully with the relevant provisions of the UK Disability Discrimination Act, the Special Educational Needs and Disability Act and the regulations implementing these. Under the Acts, AIU London is prohibited from treating disabled students less favourably than non-disabled students for reasons related to their disabilities without justification. In addition, AIU London must make reasonable adjustments to ensure that disabled students are not placed at a substantial disadvantage to other students. The purpose of the UK Disability Discrimination Act, the Special Educational Needs and Disability Act is to enable disabled persons to access learning opportunities. AIU London is not required to compromise its academic standards to achieve this goal.

Definition of Disability

A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

A substantial impairment is one that is more than minor or trivial. A long-term adverse effect is one:

- Which has lasted at least 12 months or
- Where the total period for which it lasts is likely to be at least 12 months or
- Which is likely to last for the rest of the life of the person affected

Examples of Disabilities

The following is a list of common disabilities and is not meant to be an exhaustive list:

- visual impairments such as blindness
- hearing impairments such as deafness
- speech impairments
- physical, mobility or dexterity difficulties
- Dyslexia, Dyspraxia or other specific learning disabilities
- Autistic Spectrum disorders, Aspergers Syndrome or Dysphasia
- mental health difficulties that constitute clinically well recognised illnesses and/or are recognised by a respected body of medical opinion. This is likely to include depression and anxiety, if long term; and/or
- medical conditions such as Asthma, Epilepsy, Sickle Cell Anaemia, Cystic Fibrosis, HIV, MS or other conditions not listed above.

Anticipatory Duty

The law places an anticipatory duty on the University to determine what reasonable adjustments may need to be made to accommodate disabled students who may attend its programmes. In response, AIU London's facilities have been designed with the needs of the physically disabled in mind. The University has also constructed ramps and will provide wheelchairs for access to its other facilities. In addition, where possible, the University's instructors produce handouts and other classroom materials in electronic form, which allows them to be converted into alternative formats, such as large print, when necessary to accommodate a student's disability.

Adjustments

AIU London through the auspices of the Disabilities Co-ordinator will arrange for students to receive reasonable adjustments as required by applicable law and to the extent of the limitations of the resources of the University. An adjustment is reasonable if it is based on documented individual needs, allows the most integrated experience possible, does not compromise the essential requirements of a course or program, does not pose a threat to personal or public safety, and does not impose undue financial or administrative burdens.

Examples of reasonable adjustments can include:

- Giving students permission to record lectures
- Providing copies of lecture notes and anything which is to be presented on overheads in advance
- Longer deadlines for submission of written work where it does not compromise essential requirements of the course or assignment
- Excusal of misspellings and syntax where it does not compromise essential requirements of the course or assignment
- Provision of study skills support
- Location or relocation of classes to accessible locations
- Provision of audio/visual aides or delivery of material in an alternative method
- Provision of tutorial support
- Alternative but comparable assignments
- Provision of course materials in Braille, electronic format or audio tape
- Extended time for examinations
- Use of a scribe or note taker
- Use of an alternative room for examinations and/or
- Use of an alternative but comparable assessment.

Procedures for Requesting Adjustments and Required Documentation

If a student has a disability, which will require reasonable adjustments, this should be clearly stated on the University's Application Form. Once admitted, the student should complete the University's "Request for Reasonable Adjustment Form," which can be downloaded from the University's Intranet or a hard copy may be obtained from the Student Affairs Department.

Once the "Request for Reasonable Adjustment Form" is completed, it should be submitted to the Disabilities Co-ordinator in the Student Affairs Department. The form must be submitted to the Coordinator prior to the first term of enrolment. An interview and needs assessment will be scheduled to draft an Adjustment Plan.

For all students, the Disabilities Co-ordinator is based in the Student Affairs Office on the 2nd floor of the Main Building. Students must meet with the Co-ordinator to arrange for reasonable adjustments for all subsequent terms. It is the student's responsibility to contact the Co-ordinator regarding any change in circumstance or problems that arise.

The following written documentation on official letter headed notepaper must be provided with the "Request for Adjustment Form" in order to obtain adjustments:

- A diagnostic statement identifying the disability, date of the current evaluation, and the date of the original diagnosis. The current diagnostic evaluation must have taken place within the last 12 calendar months.
- A description of the diagnostic criteria and/or type of diagnostic test used should be included in the specific results as well as the dates when undertaken. Both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available; the mean, standard deviation, and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non standardised evaluations should be described in enough detail that a professional colleague could understand their role and significance in the diagnostic process:
- A description of the current functional impact on physical, perceptual, cognitive, and/or behavioural abilities
- A description of treatments, medications, assistive devices, adjustments and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side effects from such treatments that may affect physical, perceptual, behavioural, or cognitive performance should also be noted
- A description of proposed adjustments needed to provide the student with access to the University's educational programmes and an explanation as to why such adjustments are necessary
- A description of the expected progression or stability of the impact of the disability over time. This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs for re-evaluation
- The credentials of the diagnosing professional

Once the proper documentation is submitted, the student must make an appointment with his or her Coordinator for an interview and needs assessment. The interview and needs assessment must take place prior to the start of each school term in order for adjustments to be implemented at the start of the course or programme.

Diagnostic examinations, reports and other documentation are the financial responsibility of the student. Students, who fail to identify a disability to the University, provide the appropriate documentation or meet with the Disabilities Co-ordinator for an interview and/or needs assessment will not receive adjustments.

Once the required documentation is on file, the Co-ordinator will be able to work with the student in developing appropriate reasonable adjustments that will allow she/ he to derive the greatest benefit from his/her educational experience and to achieve maximum personal success.

Contact Information

Cristian Vanegas
SAP and Disabilities Co-ordinator
Student Affairs Department on Second Floor
American InterContinental University
110 Marylebone High Street
London W1U 4RY
Tel: 44 (0) 20 7467 5686
Email: cvanegas@aiulondon.ac.uk

Louise Squires
Director of Counselling Services
American InterContinental University
110 Marylebone High Street
London W1U 4RY
Tel: 020 7467 5638
Email: lsquires@aiulondon.ac.uk

Confidentiality

All personal or sensitive information disclosed by disabled students will be handled in accordance with the UK Data Protection Act. In practice, this means that the University will not disclose information about a student's disability to anyone without the student's express consent. In order for students' academic or personal support needs to be met; specific information may have to be conveyed to members of staff. For this reason, students will be asked to sign a Release/Notification of Information Form when meeting with the Disabilities Co-ordinator in the Student Affairs Department.

If a student chooses not to disclose his or her disability, or to allow further disclosure, it may not be possible for the University to make the adjustments that could help to meet his or her disability related needs.

Funding Information

UK students may be eligible to receive a 'Disabled Student Allowance', a supplementary grant available via the UK Government, to purchase specialist equipment such as tape recorders or computers, which the student requires to enable:

- s/he to pursue his/her course of study,
- to pay for any additional expenditure incurred as a result of the student's disability, or to
- Pay for non-medical personal help, such as readers, scribes, note takers or interpreters.

For further information and an application form, please contact the Student Service Centre.

International students are not eligible for the Disabled Student Allowance provided to UK citizens and may be required to pay for certain adjustments or services. International students should contact their Country's Government to seek funding or assistance. The University has equipment, which can be lent to students who do not qualify for a Disabled Student Allowance. Arrangements for the loan of equipment must be made to the Disabilities Co-ordinator as part of the interview and needs assessment process. AIU London also maintains a list of translators and note takers, which it will provide to students who require such assistance. Students will be responsible for the cost of such services.

COUNSELLING SERVICES

The Counselling Centre is located in a suite of offices with professional counsellors available to support students. It is natural for many students to experience stress while adjusting to the excitement of London life. Balancing academic challenges with social activities and multi-cultural demands often requires additional information, guidance, and support. Additionally, students may face crisis situations that require immediate attention, information, and guidance. The Counselling Centre also offers various workshops for students on relevant topics, and the counsellors give presentations in classrooms ranging from descriptions of the services provided to the improvement of study skills through stress and time management.

The counsellors are professionally qualified to assess individual needs and use a variety of counselling and psycho-educational strategies to help students with academic, personal and interpersonal challenges. The counsellors are available daily to answer questions and to *give* advice in such areas as stress and time management, assertiveness skills, self-confidence, depression and loneliness, anxiety, sexual behaviour, drinking and drugs, etc. The counsellors review the situations of students with special learning needs and then offer additional support to classroom management issues.

Individual counselling sessions are available, and all communication with the counsellors is private and confidential. Consultation with faculty and staff is also available. The counselling staff is well connected with local medical, mental health and other support services, and referrals can be made quickly and easily when appropriate. Students can reach the Counselling Centre by phoning 020-7467-5638. In case of emergency outside of office hours, students can phone the Counselling Centre's 24-hour mobile telephone on 07802-290-247.

Members of the Student Affairs Department are also available to assist students with problems they may encounter or questions they may have. Staff members deal with the following concerns on a regular basis: obtaining medical care, opening a bank account, getting a work-permit and finding a place to live. Students should not hesitate to seek advice on these or any other matters.

A separate brochure describing the AIU Counselling Services is available in Student Affairs and various sites around campus.

AIU London reserves the right to discontinue or alter any program or to amend information within this document without notice; AIU London will take all reasonable steps to provide educational services in the manner set forth within this handbook and in any relevant supplementary information. It does not, however, guarantee the provision of such services. Should circumstances beyond AIU London's control interfere with its ability to provide educational services or adjustments, the University will take reasonable steps to minimize any resulting disruption.

Dispute Resolution Process

UNIVERSITY GRIEVANCE PROCEDURE

Many student issues can be resolved through discussion with the appropriate instructor or staff member, and students are encouraged to make contact at the first indication of a problem or concern. If this fails to yield adequate resolution, students may submit their complaints verbally or in writing to the departmental supervisor. Alternatively, students may submit their complaints to the campus Ombudsman, who is empowered to seek resolution as quickly as possible. The Ombudsman may be contacted as follows:

Gianna De Salvo 2nd Floor 110 Marylebone High Street: gdesalvo@aiulondon.ac.uk

In the event that the above procedure does not yield satisfactory resolution, students may file an appeal with the campus Appeals Board in writing through the Ombudsman listed above or with the Vice President of Student Affairs

Boris Glick 3rd Floor 110 Marylebone High Street : bglick@aiulondon.ac.uk

ADDITIONAL INFORMATION AND RESOURCES SKILLS

The National Bureau for Students with Disabilities

<http://www.skill.org.uk>

The Association of Blind and Partially Sighted Lecturers & Students (ABAPSTAS)

<http://www.abapstas.freesevers.com>

British Deaf Association (BDA) <http://www.bda.org.uk>

British Diabetic Association <http://www.diabetes.org.uk>

The Computability Centre <http://www.abllityco.uk>

National Association for Mental Health (MIND) <http://www.mind.org.uk>

American Intercontinental University
Request for Reasonable Adjustments Form

To request a reasonable adjustment from the University, students must complete this form and provide a current (usually within the past year), written diagnostic report from a professional that describes the disability, the duration of the disability and the specific adjustment(s) needed. For further information regarding the requirements of the report, please consult page 3 of the AIU London Handbook for Students with Special Needs.

Full Time, degree-seeking students must return this form and the required supporting diagnostic evaluation report to the Disabilities Coordinator prior to the start of school term. Students participating in the Study Abroad Program are advised to ensure that this form and supporting documents are also returned to the SAP & Disabilities Co-ordinator. The SAP & Disabilities Co-ordinator is based
On the Second Floor Main Building.

Personal Information

Student Name: _____

Student Number: _____

Student Status: Degree Seeking Study Abroad

Major: _____

Date of Birth: _____

Date started at AIU London: _____

Expected date of graduation from AIU London: _____

Contact Details

Address:

Telephone Number:

Email Address:

1. Identify and describe the disability, which is the basis for your request for reasonable adjustments.
2. Identify and describe the reasonable adjustments you believe are necessary to enable you to access the University's educational programmes.
3. Identify and describe any equipment, aids or services that you are willing to provide and utilise.
4. Identify the name, address and phone number of the physician, health or other qualified care provider(s) who has (have) completed the required diagnostic evaluation report(s) regarding your disability.

I hereby authorize the above listed physician, health or other qualified care provider(s) to disclose and discuss information as necessary to/with AIU London to determine the reasonable adjustments appropriate to allow me to access my educational programming. I understand that AIU London is not obligated to provide any specific adjustment I request but will evaluate my request in light of all information available in making a determination as to what is a reasonable adjustment.

Signature: _____

Date: _____

These Forms Are Examples Only

The Forms You Need To Complete and Submit To The

Disabilities Co-ordinator

Can Be Found On the Student Portal

**American InterContinental University
Release/Notification of Information Form**

Name:
Major:
Phone Number:

Student Number:
University start term:
E-mail:

I, _____ hereby authorize the Department of Student Affairs at American InterContinental University London to release information about my disability, as needed, to provide reasonable adjustments.

The following reasonable adjustments will be provided for the following terms:

- Every term
- Upon request
- Spring
- Summer
- Fall
- Winter

Other - please specify _____

This information may be released to ALL my instructors at AIU -London and other administrators as appropriate

OR

This information may be released only to the following instructors and administrators

NAME	TITLE
1.	
2.	
3.	
4.	

While I understand this form allows the Department of Student Affairs to release information about my disability to my instructors and other administrators as appropriate, I also understand it is my responsibility to speak with my instructors myself about my specific academic needs in their classes.

I further acknowledge that the information to be released was fully explained to me and that this consent is given of my own free will. This consent is subject to revocation at any time to the extent that action has been taken in reliance thereof.

Student Signature _____ Date

Co-ordinator's Signature _____ Date