

PURPOSE: TO OUTLINE THE SERVICES AVAILABLE THROUGH THE BRENAU LEARNING CENTER.

A. IDENTIFICATION OF STUDENTS WITH DISABILITIES

- (1) In order to receive accommodations from the Learning Center, a student must first furnish the Learning Center with documentation from a professionally diagnosed source. After reviewing the documentation, the Director of the Learning Center will write a letter of accommodations based on the special needs of the student. It is the responsibility of the student to show the letter to any of her/his professors in whose class the accommodations will be used. The professor may also be notified when a student requests to take her/his exam at the Learning Center.
- (2) If a student does not identify herself/himself to the Learning Center and only does so to the professor in order to obtain special accommodations, the faculty member should request the student contact the Learning Center. Special accommodations can only be given after the Director has reviewed the documentation and determined what accommodations the student is entitled to receive.

B. REASONABLE ACCOMMODATIONS

- (1) One of the reasonable accommodations made to students is extended testing time. The general rule is to allow time and a half for testing. These students can take their exams at the Learning Center in a quiet environment, or faculty can make their own arrangements. Sometimes professors will place students in an office or an adjacent classroom and give them extended time. Many have encouraged them to use word processors. In unique circumstances, professors have given alternative exams. It is best for faculty to discuss special arrangements with the student and the Learning Center staff.
- (2) Students with disabilities are allowed to register a few days before regular registration. The Learning Center reminds the students in writing of this service and asks them to make appointments with their advisers and the Director of the Learning Center before it is time for registration so that we can make sure they are following their program plan. Once regular registration begins they do not receive special allowances.
- (3) The Learning Center employs professional tutors who are encouraged to communicate with the faculty. Likewise, professors should feel free to communicate with the Learning Center staff and tutors. This cooperation between faculty and the Learning Center helps students receive appropriate accommodations in their course of study.

All students with disabilities must complete the regular requirements for graduation. It is very rare for students to be unable to complete all expected courses in each program. Any course substitutions must be approved by the Provost.