



Department of Distance Education

Policies and Procedures Manual for Distance @ Education

**Antillean Adventist University Student
Non-Discrimination Policy**

Antillean Adventist University affirms that every human being is valuable in the sight of God. The University expects students, to treat each other and the wider community with respect and dignity, and will not tolerate discrimination. Antillean Adventist University maintains a practice of equal education opportunity for all applicants without regard to race, color, national origin, age, gender, religion, marital status, disability or for any other legally protected factor.

DISCLAIMER

For legal purposes in relation to the Civil Rights Act of 1964, the use of the terms President, Vice-presidents, Deans, Directors, Coordinators, Faculty, Non-Teaching Personnel, Students and any other that may refer to both genders, includes both masculine and feminine.

TEACH ACT COPYRIGHT

All materials presented in this guide have been implemented for the development of distance learning such as: presentations, videos among others; All use is strictly for educational purposes. Students will have access to them while the course is active during the course period. Material may be protected by copyright law. Direct links are provided to information that requires different access to WEB resources: <https://www.copyright.com/wp-content/uploads/2015/04/CR-Teach-Act.pdf>

The distance education regulatory policy is established as a regulation for the academic courses that are offered online.



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mejor versión
de ti

INTRODUCTION

Antillean Adventist University (UAA) recognizes the changes and technological advances that characterize education in the 21st century, therefore, in keeping with the times and given the urgency for its students' to have contemporary and excellent experiences, the Policies Manual and Online Education Procedures Manual establish the norms that regulate distance learning offers. The purpose of the document is to provide a clear and concise guide on the regulations and processes for distance education in the Institution.

UAA offers online courses to undergraduate and graduate university students, which are offered in the following modalities: hybrid or fully online, as considered by the Institution at the time of designing the course. Like any educational service, the guidelines established in the manual are based on the academic and moral principles; and above all based on the beliefs of the Seventh-Day Adventist Church.

The Online Education Department's objective is to promote an interactive learning platform and system that allows individuals to access academic offerings, as well as promote professional and personal improvement; which is not limited by barriers of time and space. UAA offers online courses taught on Moodle, which students can access anywhere in the world and at any given time.

Policy Statement

This manual has been designed so that administrators, coordinators, professor, non-teaching staff, students and the community in general can get to know, understand and practice the regulatory policies that govern online education at UAA. The Institution reserves the right to amend and delete any information contained in the manual as circumstances and events may require. UAA may issue sporadic communications to include additional policies and to augment and/or clarify its content.

The following documents have been considered by the University for the elaboration of this document. Faculty Handbook, Teaching and Non Employees Guidebook, General Student Manual and the current course catalog. The policies contained in this document are divided into: Philosophical, Academic, Administrative, Educational, Legal, Student and Technical Aspects.

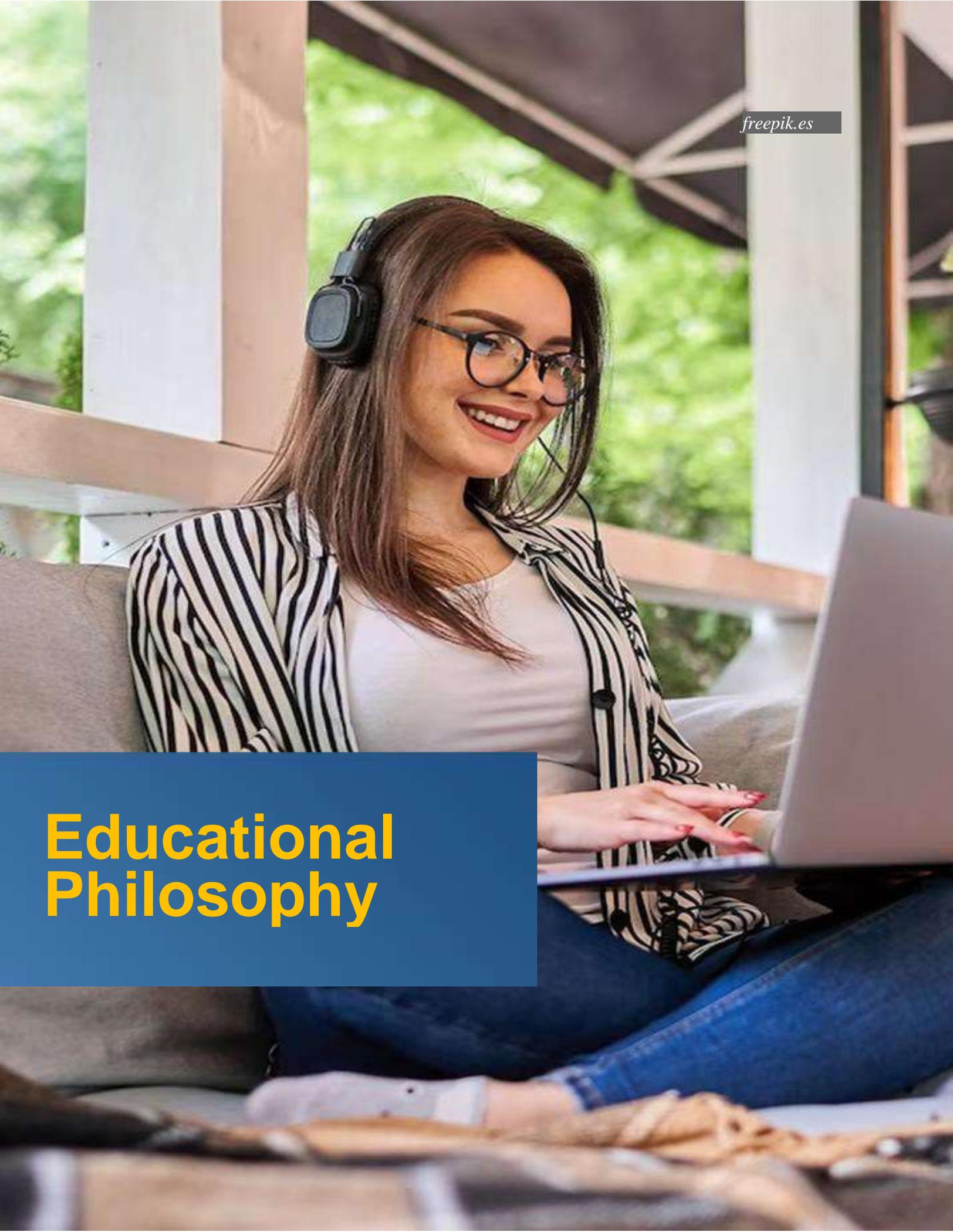
Photo by UAA



Photo by UAA



Educational Philosophy



EDUCATIONAL PHILOSOPHY

UAA's educational philosophy is based on the premise that human beings, being created in the image of God, should be treated equally, regardless of age, sex, race, nationality, creed, or social position.

Based on this relationship between man and his Creator, the education offered by our professors is defined as an integral process that covers all facets of the human personality and prepares the student for the present and future life. It is interested in the spiritual, moral, intellectual, physical, social and professional aspects of the human being.

We understand that students' academic preparation must be offered in a Christian framework; and, for being the Word of God, the revelation of God, the basis of the Christian faith and the primary source of knowledge, wisdom and truth; The education we provide is guided by the Christian conception of the human being. This conception values the person and understands that he must submit to the will of his Creator, through his faithful obedience to his Word and his acceptance of Christ as the Son of God and Savior of the world.

In addition, it is established that the education we offer is an evolutionary process that responds to some social changes. Therefore, it prepares the person to be a change agent, motivated by Christian values, and a facilitator in a complex world. The University has great interest in providing students with the necessary opportunities for them to acquire broad knowledge in diverse fields of study and to develop their abilities to think critically and analytically.

Within this philosophy, the teacher is not only a dispenser of knowledge, although these are very important; Furthermore, it communicates the truth of God, together with arts and sciences. Our professor understands that our main objective is to develop a balance in our student's lives', one between the cognitive and the spiritual, in order for him to serve God and our community.

Mission

The Adventist University of the Antilles (UAA) promotes the holistic formation of competent professionals committed to the service of God and humanity.

Vision

UAA will be recognized for spirituality, excellence and service.

❖ Spirituality

- Living Adventist Christian principles and values.
- Biblical foundation in the curriculum.
- Christ-centered programs and activities.

❖ Excellence

- Highly qualified and competent human resources.
- High-quality, market-driven educational opportunities.
- Sustainable campus with integration of high technology.
- Innovative, high quality education that integrates teaching modalities adapted to new educational trends.
- Research aimed at problem solving, development and innovation.
- Efficient administrative processes
- Internationalization initiatives
- Highly competent graduates
- Financial stability

❖ Service

- Leaders committed to God
- Culture of excellence in service
- Community work initiatives
- National and international missionary programs.

❖ Institutional Values

- ✓ **Love**
To love God and others as God loves them.
- ✓ **Integrity**
Be honest and truthful; consistent in what you say and do.
- ✓ **Responsibility**
To make decisions consciously and to assume the consequences of them
- ✓ **Justice**
Being committed to fairness, beneficence, and just treatment
- ✓ **Diversity**
Respecting and being sensitive to socioeconomic, ethnic and cultural differences among people.
- ✓ **Empathy**
Being able to put oneself in the other person's shoes.
- ✓ **Empowerment**
Developing confidence in individual capabilities and potential.
- ✓ **Compassion**
Responding to the suffering and needs of others

DISTANCE EDUCATION OBJECTIVES

1. Develop professionals who can issue critical judgment when carrying out their work and who are agents of change, based on Christian values.
2. Develop online courses or programs that promote the integral development of the human being.
3. Motivate undergraduate and graduate students to take at least one online course.
4. Promote the use of technological tools to enrich the knowledge of students through distance education.
5. Promote an interactive system that allows individuals accessibility to academic offerings, which are not limited by barriers of time and space.



<https://www.pngwing.com/es/free-png-ncwlv>

A woman with long dark hair and glasses, wearing a bright yellow long-sleeved dress, stands in a modern classroom. She is smiling and pointing with a white marker at a large whiteboard. The room features large windows with blinds, indoor plants, and a desk with a laptop and papers in the foreground. The overall atmosphere is bright and professional.

Course Classifications

COURSE CLASSIFICATIONS

Classroom course - with the use of information technology (IT).- Course that meets more than 75% (regular contact hours of the course) in the classroom with the Professor, which includes the use learning experiences thru information technology and actual class lecture time isn't replaced with assignments or homework submitted online or thru another platform such as *Ecams*.

Classroom course –with the Integration of Videoconferences– These are the courses that more than 75% meet in person and have a meeting time and day in person. However, the class is simultaneously presented through videoconferences, in the classroom with the Professor and students.

Online/ Distance Education - Formal learning process in which instruction is delivered with the Professor and student in different locations. The teaching-learning process can occur synchronously or asynchronously where information and communication technology (ICT) are the link between the teacher - student, student-student, student-institution.

There are four types of Distance Education courses:

Full Online Course - Distance learning course that offers 100% of the total instruction hours (regular contact hours of the course) through the *Moodle* platform (*LMS*) and integrating the use of the Internet. All of the course content, activities, and learning resources are accessible via the Internet. This type of course can have virtual meetings.

Hybrid Course - Courses in which face-to-face and online study modalities are combined. The combined study modality offers 50% of the teaching-learning processes in face-to-face contact hours (professor-students) in a classroom with established schedules, and the other 50% of this process through the distance learning management platform (*LMS*) Moodle and the use of the Internet.

Videoconferences - courses that are offered 100% online. Through videoconferences with schedules established by registration to meet the total hours of instruction (regular contact hours of the course).

Emergency remote teaching (ERT) - course offered remotely to meet temporary educational needs, caused by atypical conditions, to traditional face-to-face education. ERT follows the class meeting schedule established in registration. The means to develop the courses will use communication and communication technology, where the use of the LMS and videoconferences will be combined.



Policies

ACADEMYC POLICIES

1. The online educational experience must be equivalent to the in class face-to-face one.
2. For each credit hour, the student must dedicate a minimum of three (3) hours per week to the study of the subject. For example, a three credit course involves approximately nine (9) hours per week or more, as required by the course.
3. Any course may require virtual meetings.
4. The academic calendar for online courses is parallel to the one used at the institution for in class courses. The school year will begin in July and conclude in June. The school calendar will specify the days of school work, teaching and administrative tasks.
5. The syllabus will be published on the course interface on the first day of classes.
6. Students with an F-1 Visa may take one online course of up to three credits either in the FA or SP sessions. In the summer sessions, they will be able to take as many online courses as they like. During their last semester they will not be able to take online courses. A hybrid course or one that requires in class meetings will not be considered as part of this agreement (F-1 Visa).

<https://images.app.goo.gl/46jyqAPTWFv43ujM8>



PROFESSOR POLICES



1. All professors who teach distance courses at UAA must complete the certification Use and Management of the Moodle Platform and Distance Education. This consists of a minimum of 12 contact hours offered by resources of the Distance Education Department (See Appendix A).
2. The professor is responsible for preparing the syllabus according to the current template for the academic year, established by the UAA for distance courses. It is not allowed to use the same syllabus for face-to-face classes, since the student requires support and pertinent information that satisfies his/her particular needs in the online modality.
3. The professor will evaluate his courses at the beginning of each academic period by means of a rubric from the perspective of the content of the subject including: objectives, instructions, activities, integration of faith, values and services, support resources, assessment. You must also ensure that the links and course materials are properly accessible on the platform.
4. During the first week of the academic semester the professor will be responsible for verifying that students are officially enrolled in the *Moodle* platform.
5. During the first week of the academic semester the professor will be responsible for validating the student's identity through an activity using the *Lockdown Browser Respondus and Monitor* application.
6. During the first week of the academic term the professor shall encourage students to review the résumé and report their comments before the résumé is officially sent to the Vice President for Academic Affairs.
7. The professor should use the *Moodle* platform (*Gradebook*) to keep track of the student's academic progress, since the grades are integrated with *eCams*, a tool used in the Registrar's Office, and the academic coordinators will have official access to them.

8. For each credit, the professor must offer a minimum of twenty (20) minutes per week in virtual office hours, using the Moodle platform or other technological tool. Within the first two weeks of the beginning of classes, the professor is responsible for informing the Registrar's Office of the students who have not shown up for the course (No show).
9. The professor must use the Moodle platform to verify the attendance of students in the course.
10. The professor should promote interaction between student-students and student-teacher, periodically during the development of the course in the academic period.
11. The professor will be responsible for informing the Registrar's Office (withdrawal for non-participation) of students who have not participated for two consecutive weeks in the course activities (See Appendix B).
12. The professor who offers distance learning courses must complete a minimum of three (3) hours of continuing education per semester on topics related to the proper use of the platform and design of distance courses; he will commit to follow the instructions and institutional norms on the design of the courses.
13. It is compulsory for the professor to attend the meetings and workshops that he/she is summoned to. He/she will receive training in the planning, development and implementation of the courses, as well as the assistance needed to offer quality education.
14. All professors will design their courses in the distance learning modality in the LMS platform stipulated by the university. Under no circumstances will he work on an alternate platform looking for solutions to offer his/her courses. It is required to use the servers and tools that the Vice President for Academic Affairs together with the Distance Education Committee of the UAA, approved for that purpose. If you have any technical problems with the platform, trained staff from Information and Technology Services (ITS) will assist you.
15. When the professor completes the course design process, he/she will sign a contract in which he agrees to transfer the copyright to the Adventist University of the Antilles, being the University the owner of the course. The professor will not be able to offer the course in another Educational Institution using the same material of which he/she assigned the rights.

16. The professor who designs the course will receive an economic remuneration, payable at the moment of finalizing the design and publication of the course.
17. He shall be paid for his/her fees, according to the contract agreed upon at the time of employment. The contract for distance learning courses shall be valid for the duration of the course. The contract may be cancelled at any time if the teacher fails to comply with the stipulations of the contract or this manual.
18. After the course has been approved, the professor will continue to integrate his/her materials into the Moodle learning portal and if technical support is needed, the professor will contact the Information Systems and Technology Department (*ITS*) staff. The staff authorized by the Department of Distance Education will continue to offer face-to-face, virtual or telephone support to the professor when they have questions regarding their courses.
19. The professor member is responsible for enforcing on the *Moodle* platform the rules established in the syllabus.
20. The course professor will orient the student on the proper use of the Moodle platform, assigned exercises and study materials that are part of the course grade. If any student does not appear in the course or does not have access to the course, the professor must identify and clarify the situation.
21. The course professor shall use the Library's virtual (<https://www.uaa.edu/biblioteca-dennis-soto/>) resources and databases.
22. The teacher must respect the intellectual property of any material used in the course that is not an original creation of the teacher. Credit must be given to the source of the information. However, the professor is free to produce and present to the student's materials that he/she believes may be helpful for them to understand the contents of the course.



23. The professor must keep a record of the students' evaluations, as well as evidence of the rubrics used to grade the assignments. In addition, he/she must post all student grades, according to the percentages established in the syllabus, in the *Moodle* platform and update it in the *eCams* portal within a maximum term of two weeks after the end of the activity's teaching period.
24. The professor has the obligation to respond to his/her students in e-mails, forums and other asynchronous means of communication within *36 hours* of issuing the same during the semester or trimester.
25. The professor has the responsibility to respond to his/her student's e-mails, forums and other asynchronous means of communication within 24 hours of issuance during summer sessions. However, if the message was issued by the student during Saturday hours, the professor must respond to the message after sundown on Saturday.
26. The professor must send retro-communication to the students for their assignments no later than two (2) weeks after the end of the due date of the activity during regular sessions.
27. In the summer session the teacher will give feedback to students for their assignments no later than two (2) working days after the due date of the activity.
28. The professor will be responsible for selecting the assignments that will be evaluated through the *Compilatio* application in the *Moodle* platform.
29. The professor is authorized to verify and analyze the results presented by *Compilatio* in the students' documents. If they find motive or evidence of plagiarism, they must follow the procedures described in the document Institutional Policies on Academic Honesty of the UAA.
30. The professor, before offering the final exam or coursework, must verify in *eCams* the student's exam permission in the **Class Roster** section in the **Exam Permit** column, that he/she has the **Permission Granted** option in order to offer the exam to the student.

ADMINISTRATIVE POLICIES

1. The admission and enrollment process will be carried out on the *eCams* platform.
2. All students admitted to a distance learning program must comply with the Identity validation procedure (Authentication).
3. The different Departments or Schools shall promote the development of distance courses and programs.
4. The different Departments or Schools shall include in their annual budgets the item for the development of distance courses.
5. The director or dean of the Department or School is responsible for making contact with their professor to agree on which online or hybrid course or program will be taught in the academic semesters.
6. The Department or School director or dean, through a mid-term evaluation, will ensure that the online and hybrid courses are excellent, in terms of content, description, and execution.
7. Courses designed in the distance mode, before being offered in the academic offerings of the Registrar's Office of the Institution, must be approved by the professor, Director/Dean of the Academic Department/School, Instructional Designer and Director of Distance Education.
8. The School or Department Director/Dean will notify the Vice President for Academic Affairs and/or the Registrar's Office of approval for the course offering.
9. International Students with F-I Visa, during the regular academic period of study, may only register three (3) credits in the distance learning modality. If the course is hybrid (courses are considered face-to-face) the student may take a minimum of 12 credits. The professor is required to have the student sign the attendance sheet or attendance list (evidence of attendance in person).



10. International Students with F-I Visa, during the summer sessions, may enroll in the distance learning modality the required courses according to their program of studies, with no credit limit.
11. International Students who have not processed F-I Visa, may take their courses completely in the distance mode, in their own country. There is no limit to the number of courses enrolled for the academic period.
12. International Students who wish to change their status to F-I Visa, should contact the Admissions and Student Affairs office of the Institution for orientation.
13. International Students with F-I Visa may repeat courses that they have failed in the distance mode between a maximum of one to three credits, in addition to the twelve (12) credits required and following the policy established in this document. When repeating the course, you may not simultaneously take another distance learning course.
14. The Veterans Affairs Administration will only authorize repeating failed courses and courses in which the minimum grade required for graduation has not been achieved.
15. The Department Directors or School Deans are responsible for ensuring the quality of the distance learning courses.
16. The Distance Education Department monitors the development of the academic activities of the different distance courses, in order to optimize the quality and operation of the educational service.
17. The Distance Education department will help enrich the development of the course, evaluation and follow-up so that the courses are kept up to date and comply with the criteria established in the Guide for the development of distance courses.
18. The courses in the distance mode will be accessible to the student on the first day of the beginning of classes of the current academic period.
19. The maximum number of students enrolled in distance learning courses is 25. If this number is exceeded, the enrollment will be divided equally into two groups. In order for the course to be offered, it must have a minimum of eight students.
20. When designing a course, the professor will receive a stipend for his/her professional services, provided that the professor has fulfilled his/her duties and responsibilities. The course will be evaluated and approved by the director of Distance Education, director of

Department/School Dean and Vice President for Academic Affairs, according to the following parameters: having attended all training workshops, designed their materials correctly, assembled their modules on the platform, forums and others.

21. The request for payment to the Dean or Chief Academic Officer, shall not be submitted before the review process is completed and the course is certified to be offered by UAA.
22. Fully online or hybrid courses will be identified next to the course code for enrollment purposes of the course for enrollment purposes.
23. The cost per credit for distance courses will be the same as for face-to-face courses.
24. A \$15.00 fee is charged for each distance course for use of *the Respondus LockDown Browser™ and Respondus Monitor™* application.
25. The online courses are intended for students enrolled in the institution. Corresponding to the admission of students and courses authorized by the Institution.
26. The teacher will not drop any student after the date stipulated for such purposes. The student who does not follow the correct procedure will receive a grade of "F" or the grade that corresponds to him/her at the end of the course.
27. A student may withdraw from Antillean Adventist University at any time up to the date indicated in the Academic and Activities Calendar without affecting his/her grade point average. The total withdrawal is effective when the corresponding completed and signed form is taken to the Registrar's Office. A student who decides to withdraw from UAA and does not officially follow the procedures will receive a grade of "F" in all courses. The withdrawal form is available at the Registrar's Office and digitally at the following link: <https://www.uaa.edu/registraduria/>.
28. Exams offered in online courses must be held electronically (*Respondus Lockdown Browser/Monitor*).

Photo by UAA



STUDENT POLICIES

1. A student admitted to an academic program offered by UAA, who wishes to take distance courses, must be officially enrolled. However, the student who does not belong to an academic program offered by UAA, who wishes to take distance courses must be admitted to UAA and comply with the documents required by the Admissions office as a special student.
2. The student should contact his/her Academic Advisor assigned by the Department or School of the program to which he/she wishes to enter or continue his/her studies to receive orientation of the courses according to their sequential.
3. The student will receive academic advising from the coordinator of the program of studies in person and/or virtually.
4. The student taking distance courses must send an e-mail stating that he/she was oriented and is responsible for reading the policies and regulations manual for taking distance courses.



5. The student will have access to the library services in the UAA facilities, as well as to the database, from remote areas, in the University's web page (<https://www.uaa.edu>) for the search of useful information for their research work.
6. It is the responsibility of the student who decides not to continue with the course to inform the professor (and contact the Registrar's Office (<https://www.uaa.edu/registraduria/>) to complete the appropriate form and/or send a letter authorizing withdrawal from the course. This letter can be sent by facsimile, e-mail or regular mail before the date stipulated as the last day of partial or total withdrawal.
7. The student must regularly log in to the enrolled courses in Moodle and participate in all course activities, such as forums, chats and/or research projects, virtual meetings and others.
8. The activities will be visible from the first day of class until Friday at 5:30 p.m. Puerto Rico time zone (UTC-4:00) of that week. After the first week of classes, the activities will be visible on Saturdays at 7:00 p.m. Puerto Rico time zone (UTC-04:00) until Friday at 5:30 p.m. Puerto Rico time zone (UTC- 04:00).
9. The student's academic commitment to the course includes performing their individual activities, reading and giving their opinion on the group members' participations, as well as the retro communications offered by the professor.
10. A distance course consumes an average of approximately two hours per day to complete assignments, read and react on the subject. The time invested depends on the student, however, keep in mind that after you fulfill your commitments with quality the time varies among students.
11. It is the student's responsibility to complete all assignments detailed in the class syllabus, according to the schedule of activities and as requested by the teacher within the established time. Failure to complete activities and assignments on time will affect your grade and passing the course.
12. The dynamic of the teaching/learning of the distance course is in the active interaction of the student by sharing experiences, contributing in the forums, more than in reading the material and repeating what has been read. To achieve an atmosphere of respect and cordiality follow the rules for interaction stipulated in the course syllabus.

13. The student is responsible for managing his/her time effectively and avoiding the tendency to leave everything to the last minute, do not procrastinate.
14. UAA email and *Moodle* platform messaging will be used as a means of private communication. The student should actively participate online and avoid being a passive observer. This is achieved through interactivity with the forums, sending emails, messaging and using the "chat room" when notified.
15. The student must possess skills and/or knowledge in the use and management of the computer, tablets or smart phones as a tool to take an online course.
16. The student must have basic knowledge in the use of programs, such as: word processing (Microsoft Word, WordPerfect, Write - OpenOffice), creation of presentations (PowerPoint, others).
17. The student must have skills that enable him/her to search for information through Web pages by means of a browser such as: *Firefox, Opera, Google Chrome, Safari, MS Edge*.
18. It is the student's responsibility to have *Adobe Acrobat Reader* (free of charge) installed on his/her computer, so that he/she can have access to special materials, such as documents in PDF format and Windows Media Player, among others.
19. The student must master the skills of writing, sending messages by e-mail with attachments, and using this resource in an ethical manner.
20. The student is responsible for making arrangements to have access to a computer or technological equipment with a high-speed Internet connection (DSL or better). If the student does not have a computer, he/she may use the computers located on the second floor of the Dennis Soto Library and the graduate student may use the Graduate Studies Center, attached to the library.
21. All students enrolling for the first time in a distance learning course must take an aptitude test and a technology skills survey. The academic advisor must orient the student and coordinate with the Distance Education department the appointment for the aptitude test.
22. In the survey or aptitude test, the student must obtain a score of 70% or higher in order to enroll in the course(s) at the Registrar's Office. Then, the student must take a face-to-face or virtual training with some personnel from the Distance Education department, where the student will be trained to effectively use the *Moodle* platform, where the virtual class will be located. If the student is unable to attend, he/she should access the information provided on the main page of the virtual classroom to receive basic orientation on the proper use of the virtual classroom.

23. By federal regulations, all students are required to be present in their course, hybrid or online from the first day of classes. The University has defined a period of two weeks for the student to comply with this rule. If the student does not comply and does not communicate within the stipulated period of time, the class will be removed and the tuition will have adjustments that may incur outstanding balances. The finance office will contact the student to inform them of the appropriate adjustments.
24. UAA wishes to ensure the integrity of the test-taking process in distance learning offerings. Therefore, all students enrolled in distance learning courses must use the *Respondus Lockdown Browser Monitor* application when taking a distance learning exam.
25. Each student must have his/her own e-mail account provided by the *ITS* Department of the university and account on the *eCams* platform. You are not allowed to work on any account other than your own. Make sure your account is active and remember the access code.
26. The student is expected to be honest and respect his/her individual access account. Under no circumstances will the intervention of another person in place of the student or the sharing of the account be accepted in order to complete the assignments or material available in the virtual classroom. If such a situation arises, the professor will communicate it to the Academic Coordinator and the case will be evaluated by the Academic Standards Committee. The professors will be responsible for selecting the assignments that will be evaluated through *Compilatio* in the *Moodle* platform.
27. The student must be self-taught and motivated in the learning process.
28. It is the student's responsibility to solve technological problems and avoid excuses for unfulfilled responsibilities as long as they are out of his/her control. It is understood that a failure in the electrical power, or in the internet system is not a reason to be excused from a work that should have been delivered in advance.
29. Read assigned chapters in advance in a concentrated and reflective manner in order to ask specific and assertive questions.
30. The student is expected to be proactive when facing difficulties, looking for a

way to resolve the situation promptly.

31. Have a contingency plan, or plan B, in case of emergency. Always be prepared for possible situations, such as: make a copy of the assignment in another directory, use antivirus so that the computer does not get infected or alter the information.
32. Maintain contact with the teacher and take initiative when necessary.
33. Manifest a positive attitude towards the class and be willing to learn and be taught, showing commitment and a genuine desire to learn and obtain a good grade.
31. The student will have the opportunity to evaluate the professor, instructional content and support services through a survey, created by the Office of Institutional Effectiveness. The link to the electronic questionnaire will be sent to each student in the course prior to viewing the final grades for each academic period.



32. Any student in need of reasonable accommodation under the ADA must submit the documents requested by the Student Welfare office. (See Appendix F).
33. In case the student considers that his/her rights have been violated or has an academic claim, he/she may channel his/her claim through the form located on the UAA website (uaa.edu) in the Distance Education section. This request is channeled through the Vice President for Student Affairs. The results will be discussed with the student at a later date (See Appendix D and E).

LEGAL POLICY

1. Both students and professors will be oriented about intellectual property, copyrights and any current law related to this topic. In addition to being informed on how the processes will be carried out, if it is identified that the law has been violated, the *Compilatio* anti-plagiarism application will be used to verify the similarity of content in the works selected by the professors in their courses.
2. The teacher and/or the student will respect and give credit to the original source of all material published in the courses. It is a violation of property rights and privacy rights to use files or information belonging to others without proper authorization. In addition to violating the law, plagiarism of copyrighted material is a violation of the University's Honor Code. These rights also apply to many of the programs for which the University has licenses with specific limitations on their use.
3. All information requested and contained in student profiles, such as: email address, personal data, information registered on the platform, are for the exclusive use of UAA and for educational purposes of the course. It is forbidden to provide this personal information to third parties or use it for other purposes.
4. Students are allowed to store the contents in their personal computers or other media, only for the purpose of study, research, reference, reflection, duly citing the source. It is strictly forbidden to modify, reproduce, distribute, store contents for commercial purposes or for transmission to other persons, media or institutions. The use of copies of the content requires expressly documented authorization from the UAA.
5. In some cases the student will find references or links to external sites for the purpose of providing complementary information. The Adventist University of the Antilles is not responsible for the contents of the references to external sites; the responsibility for them lies with their authors.
6. The opinions, ideas and statements expressed in the contents of the course are not necessarily those of UAA.
7. University officials reserve the right to access and examine files and/or current sections of computer usage or any user to investigate violations or suspected violations of security and/or policies, interactions that may contribute to poor computer performance or operations, or the non-functioning of computers. Users shall have no expectation of privacy regarding their files, database or communications.

8. All homework or assignments, theses, papers, articles, special projects, monographs, presentations, and other documents submitted in class for credit or grade must be originally created by the student and the intellectual property of the student. Documents that are not original works are considered plagiarized and are in violation according to the Academic Standards Committee, and may be sanctioned according to their seriousness. The sanction to be applied may consist of failure of the course and separation from it, up to the impossibility of enrolling in another course.
9. When a work contains words or ideas of another person and is presented as one's own without citing the original source, without giving credit to the author, it is considered plagiarism.
10. The student will work independently, when doing the assigned exercises. It is not permitted to share, borrow or transfer assignments or documents with classmates in person or remotely by various technological means.
11. The teacher or student who incurs in a criminal act, meaning that he/she does not comply with the legality policies established in this document or in accordance with the laws that protect intellectual property, will be judged according to the Academic Standards Committee.
12. The Americans with Disabilities Act of 1990 (ADA Act) guarantees equal opportunity to persons with physical or mental disabilities. It is very important for Antillean Adventist University to ensure that students with physical or mental disabilities have reasonable accommodations to perform their duties and achieve their academic goals.
13. The decision as to what is the appropriate reasonable accommodation to be offered will depend on the particular circumstances of each case. The criteria to be considered in recommending reasonable accommodation shall be based on the effectiveness of the accommodation in providing an opportunity for the person with a disability to achieve the same level of performance and enjoyment of benefits as those achieved by the average person without a disability. The student with a disability must provide medical evidence of the disability and the medical recommendation for accommodation.
14. The procedures to request a reasonable accommodation will be carried out in strict confidentiality in the Student Welfare Office. (See Appendix F).

15. When the student requests the accommodation, the counselor will send a letter to the teachers notifying them of the reasonable accommodation measures to be taken in the class according to the condition. The letter will be confidential and will not disclose the student's condition, unless the case warrants it, and will indicate the accommodations to be made by the teacher.
16. The reasonable accommodation will be effective from the moment the formal request is filed and the same is evaluated and favorably recommended.
17. UAA reserves the right to support any professor member, student, coordinator, administrative staff and non-faculty, in any legal matter related to violation of copyright laws or piracy of computer programs.
18. It is prohibited and ethically improper for individuals to access, or attempt to access, or view any account, for which they do not have authorization. Such use is prohibited and is considered theft of resources. It is also prohibited to intentionally disrupt, delay, jeopardize or expose another person's work or UAA operations.
19. "Hacking" and/or "Cracking" is defined as unauthorized access; or attempting to access a system, computer, or database without authorization to do so. This definition includes unauthorized attempts to violate security techniques established to protect computer systems as well as unauthorized experimentation with the systems' hardware, programming and communications systems. This definition applies even if there is any attempt to obtain, alter or destroy specific information. Doing, or simply attempting, the act of "hacking" is strictly prohibited. The person responsible will be penalized for such an act.
20. The use of Internet and Intranet resources for other purposes such as games, chat programs, using the computer as a radio, downloading/recording movies and/or music is prohibited.
21. Each person officially enrolled in the University will be provided with an account and password to access and use the systems. The user is responsible for all computer use and other media used with his/her account. When illegal activity is alleged or detected, the University, with very few exceptions, will hold the person to whom the account is assigned responsible. To protect yourself, you should prevent unauthorized access by keeping your password secret and changing it periodically.
22. Individuals who, acting negligently and with intent, use another employee's account for this type of action will be prosecuted under the University's internal rules and regulations, and under all other applicable State or Federal criminal laws and statutes, as applicable. Individuals affected by such actions may also bring civil charges against the persons responsible for these acts.

23. Any violation of computer software licensing policies will be grounds for sanctions applicable to non-compliant personnel.

24. Consequences and/or penalties resulting from violations of these regulations include, but are not limited to:

- ✓ **Warning** - advising/warning the user, with the understanding that regulations exist and that any recurrence of that type or pattern of behavior, will result in disciplinary action. Before any action is taken, the user will be given an opportunity to provide a response or to respond to the allegations.
- ✓ **Loss of use privileges** - limiting or suspending user privileges, including restrictions on use of systems and facilities for a specified period of time. The Director of ITS (Information and Technology Services) may suspend some or all of a user's privileges in cases where there is a potential threat to the integrity of the University's information resources, with or without prior notification to the user.
- ✓ **Restitution for damages** - the user will be responsible for paying for repair damages to the system and any related materials, such as: hardware, software, and facilities.
- ✓ **Dismissal/separation or expulsion from the University** - depending on the severity of the violation, if the person is an employee, he/she may be dismissed or separated from his/her employment relationship with the University. If the person is a student, he/she may be expelled from the University.
- ✓ **Referral to the judicial system or state courts** - depending on the severity of the violation, the case may be referred to the state courts or federal court having jurisdiction over the offense committed.



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TECHNICAL POLICY

1. The systematic analyst in the University's Information and Technology Services (ITS) Department in charge of the course management platform will be responsible for enrolling students in the system designated to offer hybrid or online courses, but not in the course, as this should be done by the academic advisor.
2. The systematic analyst of the University's Information and Technology Services Department (ITS), in charge of the eCams portal and the course management platform, will provide training to the professors so that they can effectively use the tools provided therein. The professor will be required to sign the document recording attendance to the training. The office of the Vice President for Academic Affairs will provide follow-up.
3. The Distance Education department and ITS will be responsible for copying the courses at the end of each semester to open them in the next semester they will be taught.
4. The university will provide the necessary infrastructure for the offering of the courses, technical support, update licenses and programs so that users can have constant access to the server.
5. The institution has several servers where the programs are installed with licenses, free programs, the eCams platform, the Moodle platform, where students can access their course materials from anywhere, if they have Internet service. It also has classrooms equipped with electronic whiteboards, computer projectors, and technological equipment that students and professor can use to support homework and access online courses.
6. Students will receive technical support through the UAA home page. Guidance on how to navigate, post and interact with the course platform and information from support staff is available on the UAA homepage (<https://www.uaa.edu/academico/educacion-distancia/>).
7. The programs available on the UAA network are exclusively for academic use and administrative work. The administrative personnel designated to offer the service is responsible for maintaining the system in optimal conditions, as well as coordinating, guiding and monitoring security.

<https://images.app.goo.gl/ofbEBukfzXo1mYwS7>



8. The personnel responsible for ITS services and technical support will keep a record of the system's security failures and review them frequently. Likewise, they will plan, review, select and install the necessary programs to ensure that the platform is in good working order. To perform the service configurations, update programs that could affect the operation of the course, a meeting should be held with the professor and agree on a date that does not affect the service to the student in order to proceed.
9. The programs used in the computers or equipment must be approved by the administration and comply with all the guidelines to be used legally.
10. In support of the University's mission to provide assistance in carrying out the role of teaching and research rich in resources that contribute to innovation, meet administrative objectives, and provide high quality service to the public, the University provides, free of charge, computer services and information resources to all employees, professor, registered students, and authorized visitors.
11. Computer systems and networks are work tools that provide access to information on and off campus, as well as the ability to provide communication with other users, generally worldwide. This access is a privilege and not a right, and requires users to act responsibly (Form ITS-123).
12. None of the University's computer systems, including the University's operating systems, may be modified without proper authorization from the Director of ITS (Information and Technology Services). Making any changes or modifications to the operating system is fundamentally the same as destroying the University's computers, systems, and property.
13. Connecting to non-University systems, including modems and/or routers, and obtaining and downloading information from unapproved resources is prohibited.
14. The use or installation of outside software on University computer systems, even if licensed, is strictly prohibited. Any program or application necessary to perform efficiently will be provided and installed by authorized UAA personnel, with the approval and consent of the Director of ITS.
15. All commercial software used at UAA must be legally registered and licensed by the Information and Technology Services Department (ITS).
16. Both commercial and free software are the exclusive intellectual property of their developers, and UAA respects copyrights and license agreements.
17. The use of systems and/or facilities, including networks or access to systems, by persons outside the campus, such as persons not officially enrolled in courses, is strictly prohibited.

18. All ITS (Information and Technology Services) laws, rules, obligations and messages in the office, classroom, virtual classroom and labs must be obeyed.
19. You must never attempt to hack into or modify security systems or operating systems, or connect another computer to the University network without proper authorization.
20. Abusive behavior is not permitted. Do not use the computer to harass, bully, or harass others. This is very important in the use of electronic messaging, conferencing, and so on. E-mail is governed by the same standards that govern any other form of mail. Material that is obscene, derogatory, printed or visible on the computer screen is prohibited.
21. Users must respect the needs of others and the limits of computer resources when using information systems. When in UAA labs, use resources wisely and prudently. Finish as soon as possible so that others can also make use of them.
22. You should always close your account properly when you have finished your task and do not need to continue working on it.
23. If administrative staff informs you that you are causing problems to the system, immediately stop what you are doing and do not repeat such action.
24. Do not attempt to increase your or anyone else's rights, to substitute another user with yours, or to gain unauthorized access to the system.
25. Connections via modem and/or router are prohibited. These connections may affect the University's systems, as they do not provide the protection required.
26. The University provides the Internet service as a tool, or support resource, for education and research, with itself and with other academic institutions, to provide access to unique resources, and the opportunity to carry out collaborative work.
27. Antillean Adventist University is committed to providing a reliable online teaching system. However, if due to server failure an assignment cannot be completed, the assignment period will be extended accordingly. Students should immediately inform their course instructor via email of any technical problems.

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Procedures



PROCEDURE FOR STUDENT AUTHENTICATION TO THE UAA

The Adventist University of the Antilles and the Distance Education program aim to verify the authentication of the Distance Education student.

Students admitted to a distance learning program or certificate must comply with the Identity Validation procedures at the UAA Admissions office. In the Identity Validation process, you must present documents that prove your identity for authentication purposes (photo identification such as passport, driver's license or valid ID).

VALIDATION OF STUDENT'S AUTHENTICITY IN THE COURSES

The student's authenticity will be validated through the use of the *Respondus Lockdown Browser and Monitor Application*.

Identity validation will be used in all distance courses for students enrolled at UAA. This activity will be administered by the course instructor, requires the use of the *Respondus Lockdown Browser and Monitor* application in some course activity.

Preferably during the first two weeks of class.



PROCEDURE FOR CUSTODIAL TESTING

UAA understands that within Distance Education it is important to evaluate the academic development of students. For this reason, professors who offer courses in the distance education modality provide exams as a means of evaluation. This method of evaluation requires a biometric device, electronic programs or the presence of a custodian who authenticates his or her person to administer it.

UAA has adopted the Respondus LockDown Browser™ and Respondus Monitor™ as official tools for offering the electronically proctored exams. (See Appendix C).

✓ Any costs associated with this type of service the student must bear.





PROCEDURE IN CASE OF NATURAL DISASTERS

Institution

The President will issue the order to the Promotion and Marketing Dept. to send a communication to the University community (employees, professor, student, among others) through the available UAA platforms (email, web page, Regroup or other means) of the steps to follow or information related to the distance courses.

Professor

1. In case of breakdowns that affect access to the Moodle platform, the professor must communicate with the student, using a means of communication available at the time to send instructions to students regarding the management (development or continuity) of the course in process.
2. The course material must be in digital format available in the reserve section of the UAA Library or ready to be sent by the different available means of communication.
3. The professor must maintain communication with students after the natural disaster using the available communication channels (email, social networks, telephone, correspondence, face-to-face meetings, among others).
4. The professor must inform the schedules of the computer centers available at UAA, to study.
5. The professor must coordinate the days of face-to-face exams in coordination with the Distance Education Department.
6. The professor may adjust the syllabus according to the needs of the course with the objective of fulfilling the competencies of the course.
7. When the Internet connection between student and professor is reestablished, the modules should be progressively accessible according to the student's needs.

Student

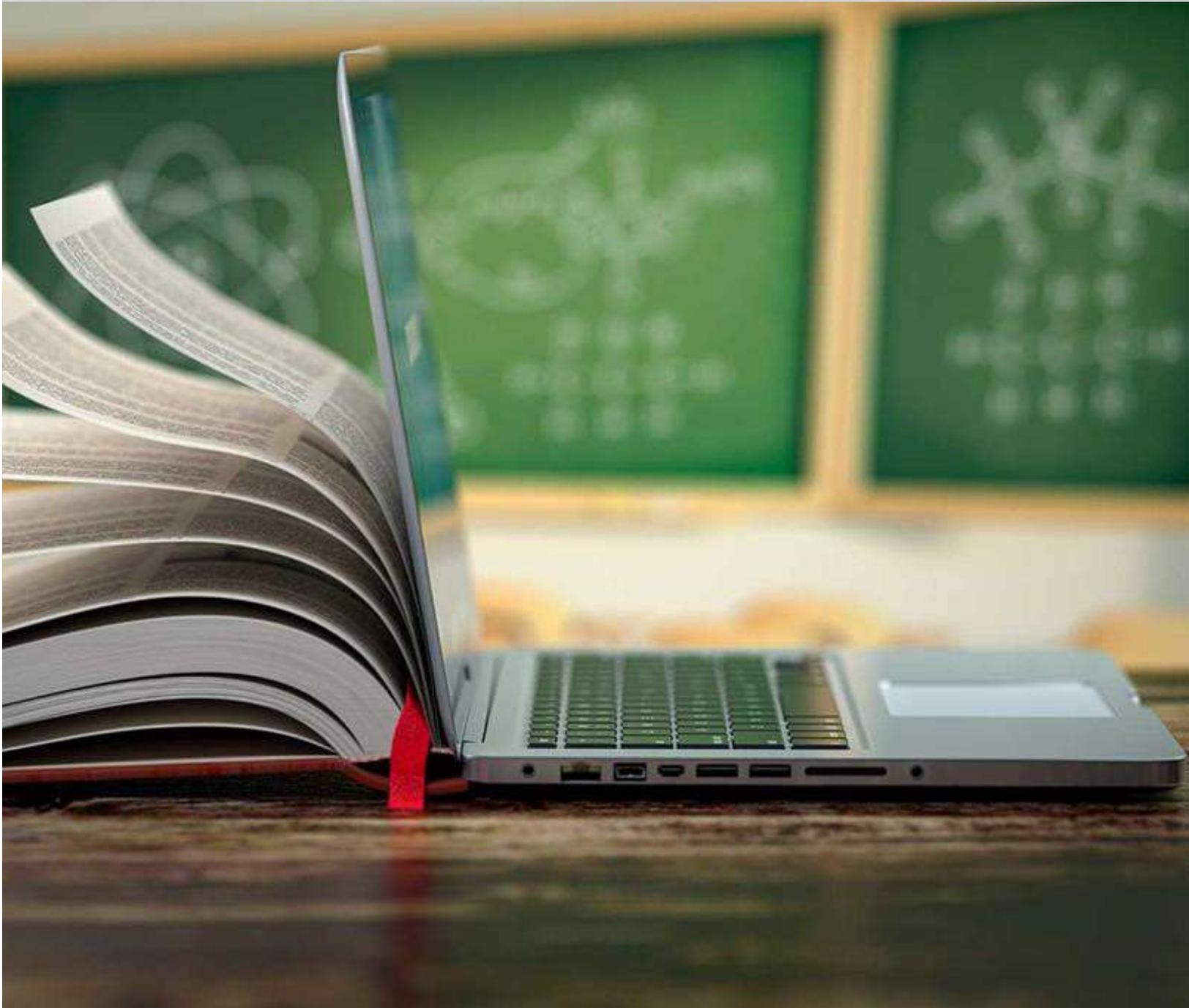
1. The student must keep informed through the means of communication provided by the university (UAA WEB page, email, social networks among others) of the news or information provided by UAA.
2. The student, once he/she has access to the communication network should communicate (email, telephone, social networks among others) with the professor of the online course or with the director of the Distance Education department to receive instructions in the management (continuity) of the course.

CLASS WITHDRAW PROCEDURES

1. When a student officially registers and does not attend an online course during the first two weeks of classes, the professor will drop the student for NO SHOW.
2. After the second week, if the student does not demonstrate participation in the course activities or attendance within the period established in the academic calendar for Administrative Dismissal, the professor will dismiss the student.

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APPENDIXES

Appendix A. procedure for distance learning course design



Distance Education Department

Application to design distance learning courses

Course Name:

Code:

Credits:

Academic Period to offer the course:

Modality: Online Hybrid.

Course description, as listed in the catalog:

Signature of Professor

Date

Signature School Dean
Department Director

Date



Distance Education Department

**Workshops for Professional Improvement
 Certification Training to Offer Distance Learning Courses using UAA (*Moodle*)**

Adventist University of the Antilles teaching employees who offer distance learning courses must be trained in the use and management of moodle.uaa.edu. For this reason, the Distance Education Department has created a Professional Improvement Certification Training to Offer Distance Learning Courses using moodle.uaa.edu.

The workshops required to obtain the aforementioned certification are:

WORKSHOPS	CONTACT HOURS
INTRODUCTION TO DISTANCE EDUCATION AND ADMINISTRATION OF THE LMS PLATFORM (MOODLE)	3 HOURS
RESOURCES AND TOOLS USED TO CREATE THE COURSE	3 HOURS
INTERACTION METHODS CREATION OF EVALUATIVE TESTS ➤ VIDEO CONFERENCES ➤ CHAT OTHER 6 HOURS ➤	3 HOURS
TOTAL CONTACT HOURS	12 HOURS



Distance Education Department

Procedure for requesting to offer a course online

1. Verify that the course to be converted to online format is included in the strategic planning of the department/school.
2. **Consultation with the director and dean of the department or school:** The professor interested in offering an online course should approach the Director of his/her Academic Department, after having taken the training workshops on the use and management of Moodle.uaa.edu.
3. **Complete the application and comply with the E@D certification:** Once the professor has the approval of the Director or Dean of the Department or School, he/she must complete the form entitled Application to Offer Online Courses. This form must be approved by the Director of the Distance Education Department to certify that the instructor has completed the Certification for Distance Course Offering Training.
4. **Department Director Approval:** The form goes to the Department Director for final approval of the online course offering and submission to the Distance Education Committee.
5. **Approval of the Vice President for Academic Affairs:** Subsequently, it is passed to the Vice President for Academic Affairs for final approval. The Vice President evaluates, approves or denies the application. The original application is kept on file with the Vice President for Academic Affairs and a copy is sent to the E@D Department.

Appendix C - Examinations Custodied with Respondus Lockdown Application



The exams in the online mode will be guarded electronically by *the Lockdown Browser/Respondus Monitor application*. The student can access the following address:

<http://www.uaamedia.org/videos/ead/>, to obtain guidance related to the use and management of the *Lockdown Browser/Respondus Monitor application*.

The student should consider the following recommendations when taking an exam using the *Lockdown Browser/Respondus Monitor application*:

BEFORE activating the exam:

- ✓ Verify that your computer has Internet access.
- ✓ Your computer must have a camera and activate the microphone.

START the exam:

- ✓ Go to the exam location in MOODLE.
- ✓ Enter the exam, press the Launch Lockdown Browser button, if you have not yet used the Respondus Lockdown Browser Monitor application then, you will need to press the Download LockDown Browser option and follow the installation instructions. After installed, then you can press the Launch Lockdown Browser button.
- ✓ You must be in a place where there is no noise, good lighting and alone.
- ✓ Respondus Lockdown Browser Monitor will perform eight (8) steps of confirming student information before starting the exam.

DURING the exam:

- ✓ Must have appropriate clothing to be recorded, no cap, no glasses.
- ✓ The entire time of the exam will be recorded; a webcam icon appears in the upper right hand side of the sale indicating recording.

FINISHED the exam:

- ✓ You must hit submit all and finish so that the exam is saved and the teacher can view it.

Appendix D - Undergraduate complaint procedures



PROCEDURE FOR THE SUBMISSION OF COMPLAINTS ON ACADEMIC MATTERS AT THE UNDERGRADUATE LEVEL

A grievance is defined as a request for a change of circumstance or conditions that the grievant believes to be unfair or in violation of an institutional policy.

The complainant must submit a written document containing the following information:

1. A written statement of the grievance
2. The justification for the complaint/grievance
3. Steps previously taken to resolve the complaint
4. Recommendations to remedy the complaint
5. Evidence supporting the complaint, if applicable

If the complaint is not resolved, the complainant may appeal to the next administrative level. The complaint must be submitted in writing following the levels below:

1. Subject or program coordinator
2. Academic Director or Dean
3. Vice President for Academic Affairs
4. President

The administrative levels, from coordinator to the VP for Academic Affairs, will have a maximum of seven (7) working days to hear the appeal.

If the appeal to the Academic Standards Committee is not satisfactory to the complainant, he/she may submit his/her complaint to the President of the University. The Academic Standards Committee shall send to the President, no later than 15 days, the complainant's appeal report. The President shall notify the complainant of his/her decision within 15 days of receiving the Academic Standards Committee's report.

If the complainant is not satisfied with the President's final decision, he/she has the right to request a hearing from the Chair of the Board of Trustees. The Chair of the Board of Trustees will determine the details of the hearing. The decision of the Board is final.

NOTE: Following the complaint/grievance procedure will not result in recrimination or penalty to the complainant.

Appendix E – Graduate complaint procedures



PROCEDURE FOR THE SUBMISSION OF COMPLAINTS ON ACADEMIC MATTERS AT THE GRADUATE LEVEL

Students who believe that their academic rights have been infringed upon or that they have been treated unfairly with respect to their academic program are entitled to fair and impartial consideration of their cases through an academic grievance handling process. The procedure for submitting complaints is as follows:

1. Present the case to the teacher(s), professors, or concerned parties within five working days of the grievance in an informal meeting.
2. If the student believes that the solution to his/her case is not appropriate, he/she may present the complaint in writing to the Program Coordinator within five working days after speaking with the professor, professors or concerned parties. The coordinator will respond to the student within 5 working days.
3. If the student believes that the solution presented by the Coordinator is not appropriate, he/she may submit the complaint in writing to the Dean of the School or Director of the Department within five working days after receiving a written solution from the Coordinator. The Dean or Director will have five working days to respond to the student.
4. If the student believes that the solution provided by the Dean or Director is not appropriate, the student may appeal to the Vice President for Academic Affairs within five working days after receiving a written decision from the Dean or Director. The Vice President for Academic Affairs may submit to the Graduate Studies Committee a review of the situation and make a decision on the case within fifteen working days following the appeal to the Vice President for Academic Affairs.
5. If the student believes that the resolution of the Graduate Studies Committee is not appropriate, the student may appeal to the President of the Institution within five working days following the resolution of the Graduate Studies Committee. The President's decision is final. The President will inform the student within five working days after receiving the student's appeal.

Note: In circumstances beyond the control of the University, the time to respond to the complaint may be extended.

Appendix F. Reasonable Accommodation Policy and Procedures Manual Student Wellness Office



Reasonable Accommodation Policy and Procedures Manual Student Wellness Office



Student Wellness Office
June 2018

INTRODUCTION

The Adventist University of the Antilles (UAA) is an institution of higher education that provides undergraduate and graduate studies to a diverse population, coming from all over Puerto Rico, from various parts of the United States and from more than 20 countries, who wish to study according to the philosophy of Adventist Christian education.

Our philosophy promotes the integral development of the human being and an individual commitment to Christ. It is interested in the spiritual, moral, intellectual, physical, social and professional aspects of the human being. The Antillean Adventist University affirms the commitment to offer equal opportunities at the academic level. UAA does not discriminate on the basis of race, nationality, sex, age, social status, sexual orientation, physical handicap, and political or religious beliefs, among others.

In order to provide equal services and opportunities to students with disabilities, the university is responsible for:

1. Guarantee accessibility, integration and inclusion of all its students with disabilities to courses, services, activities and facilities.
2. Provide reasonable accommodations, as long as they are requested.
3. Maintain the confidentiality of the records of students with disabilities.

ADA Act

The Americans with Disabilities Act of 1990 (ADA Act) guarantees equal opportunity to persons with physical or mental disabilities. It is very important for Antillean Adventist University to ensure that students with physical or mental disabilities have reasonable accommodations to perform their duties and achieve their academic goals.

The ADA defines a person with a disability as:

- ✓ An individual who has a physical or mental impairment that substantially limits him/her in one or more major life activities. This includes persons with physical limitations such as: deaf, blind, speech, respiratory, mobility and learning disabilities, AIDS, individuals with epilepsy, paralysis, substantial visual or hearing impairments, and mental retardation.
- ✓ Individual who have a history of impairment. Individuals with a record of any impairment. Individuals with a record of an impairment, thus covering individuals who have recovered from cancer or mental illness.

"If the learner cannot learn by the way in which he or she is taught, the educator must teach by attending to the way in which the learner learns".

Reasonable Accommodation

Reasonable accommodation is a modification or adjustment to the academic setting or environment that allows the learner to participate and perform his or her essential functions in the teaching-learning process. Reasonable accommodation includes modifying existing facilities so that they are accessible to persons with disabilities, providing readers or interpreters, providing individualized study aids (e.g., tutors), preferential seating, and additional time to complete examinations.

Institutional Responsibility

UAA must respect the rights and duties of the population with special needs. Employees of the Adventist University of the Antilles are responsible for abiding by the laws that protect people with disabilities. Ignorance of these laws does not exonerate them from compliance.

Failure to make modifications for students with disabilities does not constitute a violation if they alter the nature of curricula, program requirements, and accrediting agency parameters.

Educational institutions are not required to provide accommodations if doing so would impose an undue hardship on their abilities. In determining how costly an accommodation is, the resources of the institution as a whole must be weighed. In addition, an analysis must be performed to show that the accommodation is not feasible in light of the nature and cost of the accommodation.

The identification of students with disabilities is always voluntary and verifiable by written evidence. If the student does not submit a request for reasonable accommodation within the period indicated in the Protocol (except in the case of disabilities that arise once the semester has begun), the Institution is not obliged to grant it. Such requests will be treated with the strictest standards of confidentiality.

To request an accommodation, the student must submit the request in writing by himself/herself or his/her authorized representative to the officials of the institution indicated in the Protocol.

Student Responsibilities

Among the student's duties and responsibilities are the following:

- ✓ Communicate to the professors and relevant university authorities the need for reasonable accommodation.
- ✓ To submit on time the necessary documents

- ✓ Keep their evaluations and medical records up to date.
- ✓ Attend classes regularly and apologize for absences.
- ✓ Comply with prerequisites, course requirements, interviews, graduation requirements, processes and policies in the institutional catalog.
- ✓ Submit assignments on the due date according to reasonable accommodations.
- ✓ Take exams on the due date as reasonably accommodated.
- ✓ If you are taking medication, monitor its effects; if you are taking a medication that may affect your performance in the classroom, you must notify the professor and monitor its effects.
- ✓ Choose your study schedule and major considering your particular circumstances.
- ✓ Balance your academic load.
- ✓

Academic Progress Standard

All students are responsible for meeting the Satisfactory Academic Progress Standard to complete the courses assigned for the degree they are studying as defined in the institutional catalog and in the corresponding syllabi.

Confidentiality

All documents provided by the student during the reasonable accommodation request process are confidential. Although student information is to be shared with offices that provide support and services to students with disabilities, it will be kept strictly confidential. This information will only be shared with other components of the university when it is essential to obtain a service. Faculty members do not have the right to review the medical records of their students. These records will be kept in the custody of the Student Welfare Office and will not be part of the student's academic record.

Procedure for Requesting Reasonable Accommodations

It is the student's responsibility to request these services from the Student Wellness Office. The decision as to the appropriate reasonable accommodation to be offered will depend on the particular circumstances of each case. The criteria to be considered in recommending reasonable accommodation shall be based on the effectiveness of the accommodation in providing an opportunity for the person with a disability to achieve the same level of performance and enjoyment of benefits as those achieved by the average person without a disability. Reasonable Accommodation Policy and Procedures Manual JUNE 2018 "If the student cannot learn by the way in which he or she is taught, the educator must teach by attending to the way in which the student learns."

1. Complete the request for reasonable accommodation within the first 15 days of the academic session that begins (except in cases where the impediment arises after the beginning of the course).
2. Submit recent medical evidence including: diagnosis of impairment, description of level of functioning and accommodation needs. Psychological or psychiatric evaluations must be recent, up to three years. This document must include the name, address and telephone number of the qualified professional certifying your impairment. All information must be legible and on professional letterhead. If the student is unable to accompany his/her request for Reasonable Accommodation with the necessary medical evidence, Antillean Adventist University will be unable to evaluate the request and may refuse to make the requested accommodation until the required evidence is presented.
3. Bring certification from the Vocational Rehabilitation counselor, if applicable.
4. Submit a copy of your official registration each semester you request reasonable accommodation services. Notification of any changes in enrollment is required.
5. Write a formal letter requesting services and authorizing the counselor to create a confidential file.
6. The counselor will write a letter to the teachers notifying them of the reasonable accommodation measures to be taken in class according to the condition. The letter will be confidential and will not disclose the student's condition unless the case warrants it. The student will be responsible for distributing them to the parties involved. The student must complete the document receipt form. Once all relevant signatures have been collected, he/she will proceed to return the Student Welfare Office.
7. The student is responsible for renewing his or her request for reasonable accommodation each academic session.

The student must request accommodation in a preventive manner, not in a remedial manner for failing courses. The reasonable accommodation will be effective from the moment the formal request is filed and the same is evaluated and favorably recommended.

Certification

I, _____ the undersigned, certify that I have been properly advised of my rights and responsibilities regarding the request for reasonable accommodation and confidentiality of information. I understand that it is my responsibility to request such an accommodation.

_____ I authorize _____ I do not authorize the counselor to disclose information about my condition to other professionals of the Institution, if necessary.

Student Signature

Date

Request for Reasonable Accommodation

Academic Year: _____

___ 1st semester

___ 2nd semester

___ summer

Name: _____

ID _____

Phone: _____

Cell phone: _____

Mailing Address:

Email: _____

Department: _____

Accommodation requested:

Duration of the accommodation: Year : Semester Other Specify:

Evidence submitted

Student Signature

Date



Authorization File

Date:

To Whom It May Concern:

I, _____ (print name), with student number _____, certify that I have applied for Reasonable Accommodation services. I further authorize the Counselor of Antillean Adventist University to create a file with all evidence submitted for Reasonable Accommodation.

Cordially yours,

Student Signature Date



Acceptance/Denial of Services

Date:

To Whom It May Concern:

I, _____ (*print name*), with student number _____, certify that I Accept I do not accept the Reasonable Accommodation services offered to me by the Student Wellness Office and the Student Wellness Office.

Student Signature

Date

Cordially yours,

Signature Date



freepik.es