

# Accompaniment of students with disabilities at UVSQ

Disability services office for students and employees



## ACCOMPANIMENT PROCESS

In order to benefit from academic accommodations during studies and exams at UVSQ :

### 1. Prepare your academic year in advance

- ▶ Before arriving to UVSQ, contact the disability services office of the university (SAEPH) in order to be informed on the procedure.
- ▶ Fill the form that is sent to you by the disability services office of the university (SAEPH).
- ▶ Contact the professional in charge of the accompaniment process and of setting up the academic accommodations. A scheduled visit of the faculty is possible.



### 2. Set an appointment with the university doctor

- ▶ Send an email to [sse@uvsq.fr](mailto:sse@uvsq.fr) to set an appointment with the university doctor. This meeting is required in order to eventually benefit from academic accommodations. Documents related to the disability or to the medical situation are also required and should be translated to French or english.

[sse@uvsq.fr](mailto:sse@uvsq.fr)

- ▶ Make sure to respect the deadline for the medical appointment (appointments should be taken by November 8th and by March 7th of each semester).

### 3. MEET THE PROFESSIONAL IN CHARGE OF THE ACCOMPANIMENT PROCESS

In order to evaluate your needs in academic accommodations, a meeting must be set with the professional in charge of the accompaniment process.

After your appointment, the university doctor prepares his report with suggested accommodations and sends it to the disability services office. A document listing the academic accommodations will be then prepared and sent to the director or dean of your faculty for approval.

The disability services office, professionals in charge of the accompaniment process and teachers, will all be in charge of setting up the decided academic accommodations.



## ACADEMIC ACCOMMODATIONS

To know more about the accompaniment process and the possible academic accommodations :

Different academic accommodations could be set up in order to ensure accessible studies and exams, depending on every student's situation.

The medical office and the disability services office of UVSQ assess the individual needs of every student in order to set up reasonable academic accommodations depending on the fields of study. Those should be approved by the faculty director or dean.

### EXAMPLES

#### Academic accommodations during studies

- ▶ Hired students who assist in taking notes, academic tutors, French sign language interpreters, cued speech transliterators, braille transcription, adaptation of document layouts, software installation.



#### Academic accommodations during exams and competitive exams

- ▶ Assistive technology, separate exam rooms, hired students who assist in writing during exams.
- ▶ Extended time during oral and written exams.
- ▶ Accessible layout for exam papers, braille transcription.





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