



SPEECH-LANGUAGE PATHOLOGY PROGRAM
ACADEMIC POLICY
August 202

Contents

1.	INTRODUCTION AND OVERVIEW	3
2.	ADMINISTRATIVE RESPONSIBILITIES	3
3.	FACULTY RESPONSIBILITIES	4
4.	STUDENT RESPONSIBILITIES.....	4
5.	NON-DEGREE STUDENTS	5
6.	PROGRAM PREREQUISITES.....	5
7.	PATIENT CARE/DIRECT CARE ASSIGNMENTS / CLINICAL PRIVILEGES	5
8.	ACADEMIC CALENDAR AND CLASS SCHEDULES.....	5
9.	ATTENDANCE.....	6
9.4	Attendance for Direct Service Activities (Co-Teaching, Fieldwork and Internship)	6
9.5	Excused Absences from Didactic Activities.....	6
9.6	Excused Absences from Direct Service Activities	8
9.7	Unexcused Absences from Didactic and Direct Service Activities.....	8
9.8	Lateness in Direct Service Activities.....	9
10.	ELECTIVE COURSES.....	9
11.	COURSE CONCERNS / ACADEMIC ENVIRONMENT	9
12.	EXAMINATIONS.....	9
12.1	General Policies	9
12.2	Examination Schedules.....	10
12.3	Examination Attendance	10
12.4	National Examinations	10
13.	ASSESSMENT AND GRADES	11
13.1	Grading System.....	11
13.2	Failing Grade (F).....	11
13.3	Direct Service Grades.....	12
13.4	Incomplete (I)	12
13.5	Deferred (R)	13
13.6	Withdrawal (W).....	13

SLP PROGRAM ACADEMIC POLICY

1. INTRODUCTION AND OVERVIEW

1.1 This academic policy applies to Speech-Language Pathology (SLP) students enrolled in the College of Health Sciences, Education and Rehabilitation (CHER) at Salus University and is published for students, faculty, and staff, all of whom are held responsible for reading and adhering to this policy.

1.2 The faculty and administration of the College of Health Sciences, Education and Rehabilitation (CHER) in conjunction with the Salus University, Educational Policy and Curriculum Committee (EPCC), the Provost/Vice President of Academic Affairs, the Dean of Student Affairs, and the Registrar have developed this policy to uphold the educational standards of Salus University and the College for all students.

1.3. This policy will be reviewed by the faculty and administration of the College in conjunction with the Office of the Provost for necessary updates on an annual basis.

1.3.1 Recommended substantive changes to this Policy will be reviewed and acted

1.3.1.1 Substantive changes approved by the EPCC will be shared with all stakeholder groups impacted by the Policy.

1.4 Unless otherwise stated, the Dean of the College is the individual charged with rendering final interpretations of the policy and for deciding whether to grant exceptions to the policy.

2. ADMINISTRATIVE RESPONSIBILITIES

2.1 The Program Director, in conjunction with the Dean, is charged with the oversight of the curriculum and other academic matters. The Office of Academic Affairs creates and modifies the curriculum of the program. The Provost/Vice President for Academic Affairs is the chief academic officer of the University and is responsible for final decisions concerning the curriculum and educational policy at Salus University.

2.2 The Dean of the College, along with the Program Director, is responsible for monitoring the progress of SLP Program students, and developing modified

2.3 The Dean of the College or his/her designee assumes other responsibilities, as delegated and assigned by the Provost/Vice President for Academic Affairs.

SLP PROGRAM ACADEMIC POLICY

- 8.3 Class Schedules are distributed prior to a specific semester. Each course syllabus will define its class schedule and requirements.
- 8.4 The University Calendar and Class Schedules are subject to change due to extenuating circumstances.
- 8.5 Permission from the Program Director, in conjunction with the Dean, is required to change the course calendar or class schedule due to extenuating circumstances once it has been published.

9. ATTENDANCE

- 9.1 Attendance is mandatory for all learning activities such as lectures, observations, meetings, conferences, and internship and externship activities as specified by the course instructor and defined in the syllabus. This applies to face-to-face, synchronous and asynchronous on-line activities.
 - 9.1.1 Poor attendance alone may result in a grade of Failure (F).
- 9.2 A syllabus will be distributed for each course and will describe the course requirements, grading, attendance policies, ethical conduct and disability support services.
- 9.3 Each student is responsible for ensuring their own individual access to and use of current technology to meet the attendance requirements of on-line learning.
- 9.4 Attendance for Direct Service Activities (Internship s/Externships)
 - 9.4.1 Attendance at Direct Service sites is mandatory.
 - 9.4.2 The hours and days of professional responsibilities are determined by the Site Supervisor and University Supervisor (i.e., Course Instructor or Program
' L U H F W R U F R Q V L V W H Q W Z L W K W K H V L W H S O D F H P H
 - 9.4.3 If illness, supervisor vacations, or other circumstances prevent a student from maintaining his/her schedule, the Program Director should be notified immediately.
 - 9.4.4 The Site Supervisor, in consultation with the University Supervisor and Program Director will determine how and when student absence(s) will be made up.
- 9.5 Excused Absences from Didactic Activities
 - 9.5.1 Class participation is defined in each course syllabus. An absence occurs when a student is unable to meet the minimum criteria for participation set forth in the syllabus.

SLP PROGRAM ACADEMIC POLICY

A student should inform their Program Director and course instructor(s) of family or medical situations which may result in extended class absences. For an anticipated absence, a student is required to submit documentation prior to the absence to the Dean of Student Affairs, who will in turn notify the Program Director. If a student is aware of an anticipated absence, the student should attempt to complete the coursework before the absence.

Any student who is absent from a required course activity must complete and submit an absence-approval request form with required documentation to the Dean of Student Affairs. These forms may be obtained in person or electronically from the Office of Student Affairs.

- 9.5.2 For an unanticipated absence (e.g., accident, family death, etc.), a student is required to submit proper documentation within 48 hours following his/her return to educational/programmatic activities to the course instructor who will, in turn, notify the Program Director. Students in such situations should also notify the Dean of Student Affairs of their absence.
- 9.5.3 Excused absences may include, but are not limited to, the following:
- 9.5.3.1 A statement from a physician that at the time of the mandatory activity, the student was under his/her care and too ill to take the examination or to attend the learning activity.
- 9.5.3.2 A statement from a physician that a member of the student's immediate family was seriously ill and required the student's presence.
- 9.5.3.3 A death in the student's immediate family. The relationship of the deceased to the student and the date of the death must be provided.
- 9.5.3.4 Documented failure of normal or auxiliary means of transportation, when appropriate (e.g., direct service activities).
- 9.5.3.5 A substantive personal event such as student's wedding.
- 9.5.3.6 Childbirth (see maternity and paternity policy of the University).
- 9.5.3.7 Educational or professional considerations, e.g., attendance at a professional meeting. The course instructor and Program Director must grant approval. The length of the approved absence will be specified. These requests must be made at least two weeks prior to the desired absence.
- 9.5.4 The determination of whether an absence not specifically covered above is excused shall be decided by the Dean of Student Affairs.
- 9.5.5 All work missed during an excused absence must meet the criteria set forth by the course instructor prior to receiving a grade. All work must be

SLP PROGRAM ACADEMIC POLICY

completed by the end of the semester; exceptions may be made by the Program Director.

- 9.5.6 If absences are excessive, a student may be required to take a leave of absence or withdraw from the course and repeat the course at a later time.
- 9.6 **Excused Absences from Direct Service Activities**
- 9.6.1 In addition to the policies outlined in Section 9.5, the subsequent policies apply to excused absences from Internship/Externship activities.
- 9.6.2 Attendance is mandatory at all Direct Service activities. Part of the professional development expected during study at Salus University is learning the values that make up a competent professional. Failure to immediately inform the Site and University Supervisors of an absence, and its reason, may indicate lack of sensitivity to this important professional value.
- 9.6.3 A student must inform the Site Supervisor and the appropriate University Supervisor of any absence immediately.
- 9.6.4 All work must be completed within a period of time designated by the University Supervisor and

SLP PROGRAM ACADEMIC POLICY

9.8 Lateness in Direct Service Activities

- 9.8.1 Students reporting to a direct service assignment late may be required to provide documentation for an excused absence per Sections 9.5 and 9.6 and should return to the clinical activity for the remainder of the assignment. Absences/missed activities will be recorded as excused or unexcused based on the criteria outlined in Section 9.6 or 9.7 above

SLP PROGRAM ACADEMIC POLICY

- 12.1.4 Infractions of the examination policies are considered serious offenses. Any student guilty of infractions will be penalized in an appropriate manner, including the possibility of expulsion from Salus University. These matters will be referred to the Judicial Committee for review and further action.
- 12.2 Examination Schedules
- 12.2.1 Exam schedules are determined by the course instructor and are identified in each syllabus.
- 12.2.2 Examination schedules are subject to change for academic or unanticipated reasons.
- 12.2.3 In the event of an emergency situation, information will be provided about school closing on the Salus University website and via email. Students should consult the Student Handbook for additional information regarding an Emergency School Closing.
- 12.3 Examination Attendance
- 12.3.1 Students are required to take examinations as scheduled. If a student is ill and is unable to take the examination, he or she must notify the course instructor, Program Director and Dean of Student Affairs prior to the exam and have his/her physician submit a written report of the illness. In cases of other emergencies (e.g. death of immediate family member), the instructor, Program Director and Dean of Student Affairs should be notified and may authorize an excused absence from the exam. Unexcused absences will result in a grade of zero (0) for the missed exam.
- 12.3.2 A student must be registered for any given course before he or she may take the student is not formally registered. The Registrar's Office is responsible for ensuring that only registered student receives a grade for a registered course.
- 12.4 National Examinations
- 12.4.1 Passage of a national examination(s) is not included as part of SLP program requirements. However, passage of such examinations is required for many jobs in professions serving individuals with disabilities. Therefore, the taking of such examinations specific to certification in various fields of study in the College of Health Sciences, Education and Rehabilitation is recommended.
- 12.4.2 departments of education, and other appropriate websites for general information and registration procedures. All other questions should be directed to the Program Director.
- 12.4.3 When undertaken, each student is required to report his/her national test scores to the Program, as these scores provide information vital to the

SLP PROGRAM ACADEMIC POLICY

SLP PROGRAM ACADEMIC POLICY

- 13.2.3 A student who has not removed the failing grade within the above timeframe will not be permitted to continue in the academic program without the written approval of the Dean of the College of Health Sciences, Education and Rehabilitation or his/her designee.
- 13.2.3.1 After receiving this written approval, a student may be subject to special academic stipulations as determined by the Course Instructor and Program Director, with approval of the Dean of the College or his/her designee.
- 13.2.3.2 While students are permitted to re-enroll in a failed course one time, students who receive a failing grade twice in the same course will be dismissed from their academic program.
- 13.3 Direct Service Grades
- 13.3.1 At the conclusion of each Direct Service (Internship/Externship) course,

SLP PROGRAM ACADEMIC POLICY

- 13.4.5 The final grade of a student who receives an Incomplete is the decision of the course instructor.
- 13.5 Deferred (R)
- 13.5.1 In certain courses where the normal work of the course extends beyond the scheduled period, a Deferred (R) grade may be granted with approval from the course instructor, Program Director, and the Dean of the College or his/her designee.
- 13.5.2 The grade of Deferred (R) may also be assigned with the approval of the Dean of the College or his/her designee if all required work in a course is completed, but a grade is unable to be determined and additional time is required to consider or investigate a grade.
- 13.5.3 Deferred grades must be resolved within one year after the end of the semester in which the grade was earned.
- 13.5.4 For students not in good academic standing, when the deferred (R) designation is used, the course instructor, or the Program Director, will make available to the Registrar, in writing, the tentative student grade based on the V W X G H Q W ¶ V S. H. R U P D Q F H
- 13.5.4.1 The Registrar will transmit this information to the Program Director, the Dean of the College or his/her designee, and to the Committee on Academic Promotions for all students not in good academic standing (i.e., dismissal, probation). This additional information will assist the Program and/or the Committee on Academic Promotions in evaluating student performance.
- 13.6 Withdrawal (W)
- 13.6.1 Withdrawal from a Course: To withdraw from a required course, a student must obtain the approval of the Program Director. The desire to avoid a low grade is not an acceptable reason for withdrawal from a course.
- 13.6.2 Withdrawals from any direct service activity (Internship/Externship) are subject to the approval of the Program Director and subsequent approval of the Program Director.
- 13.6.3 Withdraw from a Program : To withdraw from a program, a student must obtain approval from the Program Director, in consultation with the Dean.
- 13.7 Audit (AU)
- 13.7.1 A student in a Salus degree or certificate program may elect to officially audit any course within the curriculum by obtaining written permission from the course instructor and Program Director. A student then registers for the course during the College registration period.

SLP PROGRAM ACADEMIC POLICY

- 13.9.3.1 The decision of the Provost/Vice President of Academic Affairs is final; there is no further appeal within the University.
- 13.9.4 Any challenge of a course grade must be made within 30 days from the date of issue by the Office of the Registrar.
- 13.9.4.1 7 KH RULJLQDO JUDGH DVVLJQHG E\ WKH LQVWUXFW while the appeals process is in progress and will be changed only if the appeal is successful.
- 13.9.4.2 All grades are considered permanent if not challenged within the time frame specified in Section 13.9.4.
- 13.9.5 A grade change will be recorded in accordance with Section 13.10 of this policy.
- 13.9.6 In the event that a challenge to a grade should arise, copies of sequestered exams, reports, and/or presentations submitted by students are required to be retained by the instructor for a period of one year from the date the grade was posted.
- 13.10 Change of Grade
- 13.10.1 Once submitted to the Registrar, no grade may be changed without the written consent of the course instructor, Program Director and the Dean of the College.
- 13.11 Grade-Point Average (GPA)
- 13.11.1 A student's cumulative grade-point average is the weighted mean value of all grade points earned by the student as defined in Section 13.1.3.
- 13.11.2 Grades are used to calculate grade points by multiplying the number of credits for each course by the specified formula assigned to the letter grade. See the table in Section 13.1.3 for the grade points associated with each letter grade.
- 13.11.3 The total number of grade points earned divided by the total number of credits used to determine the grade points earned, equals the grade point average.
- 13.11.4 A cumulative grade point average is calculated utilizing only courses taken within each program of study.
- 13.12 Credit by Examination (CR)
- 13.12.1 Credit by examination is not available for this Program.
- 13.13 Credit by Transfer (CR)
- 13.13.1 Credit by transfer may be accepted for any course within the curriculum when it is determined that the transfer course is substantially equivalent to that

SLP PROGRAM ACADEMIC POLICY

offered by the Program. This equivalency will be determined by the course instructor and the Program Director.

13.13.2 Only courses in which the student received a grade of B- or above will be considered for transfer consideration.

13.13.3 The maximum number of semester hour credits a student may earn by transfer is 6 (six) semester hour credits.

14. END OF SEMESTER ACADEMIC STANDING

14.1 The course instructor(s) will evaluate the performance of all students registered within a course at the end of each grading period and the instructor of record will submit student grades to the Office of the Registrar.

14.2 Following the submission of grades by the faculty, the Office of the Registrar will make official entry of the grades into the student record and the academic standing of each student will be reviewed by the Program Director and the Program Faculty at an Academic Progress Meeting.

14.3 Following the Academic Progress Meeting, the Office of the Registrar will notify the student in writing about his/her academic performance for the semester.

14.4 If a student is not making satisfactory progress in the program, he/she will receive notification from the Dean of the College. The student is required to meet with the Program Director and other individuals as designated.

14.4.1 A student is expected to take action to resolve his/her academic difficulties with the assistance of the individuals and services available to the student.

14.5 Failure to comply with directives from the Dean of the College or his/her designee and/or Program Director may result in dismissal of the student from the academic program. The matter may then be referred to the Committee on Academic Promotions for review and further action.

14.6 Categories of Academic Standing

14.6.1 Satisfactory Academic Standing

14.6.1.1 Students are in satisfactory academic standing when progressing in the curriculum and attaining a cumulative grade point average (GPA) greater than or equal to 3.0 and with no grades below B-, or no failing (F) grade earned during the semester E H L Q J U H Y L H Z H G W R G H W H U P L Q H W K H standing.

14.6.1.2 A student must be in good academic standing to progress in the Program. Students falling out of good academic standing may be suspended or removed from internships/externships at the discretion of the Program Director in consultation with the Director of Clinical Education.

SLP PROGRAM ACADEMIC POLICY

SLP PROGRAM ACADEMIC POLICY

- 17.3.1 Attending the course at its regularly scheduled time, satisfying the attendance and academic requirements of the course.
- 17.3.2 Special examination, if approved by the Program Director and the Dean of the College or his/her designee.
- 17.4 Required reenrollment must be completed as soon as the course is offered again.
- 17.5 The highest possible grade that can be earned is a B.
 - 17.5.1 The new grade earned by reenrolling in the course is recorded on the transcript.
 - 17.5.2 With reenrollment, the original grade earned remains on the transcript, but will

SLP PROGRAM ACADEMIC POLICY

indicate if he/she will appear in person before the Committee on Academic Promotions.

- 19.2.4 A student requesting an appeal will have a hearing scheduled with the Committee on Academic Promotions and be notified of the scheduled time at least five (5)

SLP PROGRAM ACADEMIC POLICY

- 19.3.3 A primary focus of the Committee is determining the student's potential for future academic success. Extenuating circumstances alone may not provide sufficient reason for reinstatement of the student. The Committee on Academic Promotions grants reinstatement only if the Committee is convinced that the student is capable of making marked improvement in his/her academic performance. The student has the right to provide written letters of support from faculty members or other directly relevant individuals.
- 19.3.4 The hearing will be conducted in a manner as to provide a fair evaluation of the student's performance. It will not be restricted unduly by rules of procedure or evidence, nor shall deviations from prescribed procedures invalidate a decision or proceeding unless significant prejudice to a student may result.
- 19.3.5 The appeals process is not a formal legal proceeding. Although a student PD\ VHHN DQG UHWDLQ OHJDO FRXQVHO DW WKH VW legal counsel is limited to advising the student. Legal counsel may attend the hearing but may not actively participate in the hearing as an advocate to examine witnesses, to make opening or closing statements, to direct GLVFXVLRQ RU WR SUHVHQW WKH VWXGINTXWV FDV availability of counsel at the scheduled hearing time and date is the responsibility of the student. A student who wishes to exercise the option of legal counsel must notify the Office of the Registrar, in writing, at least (2) business days in advance.
- 19.3.6 The student's academic standing is determined at Academic Progress Meetings Appeal hearings will be held as soon as possible after Academic Progress meetings. The hearing will be scheduled based on the availability of Committee members and may include evenings or weekends.
- 19.3.7 Requests for an extension to an appeal should be in writing by the student, addressed to the Committee on Academic Promotions and submitted to the Office of the Registrar at least two (2) business days prior to his/her scheduled hearing. Extensions may be granted when the presence of extenuating circumstances has been established clearly, or when a strong case has been made that additional information pertinent to the appeal cannot be made available by the time the appeal would be heard normally.
- 19.3.8 The hearing will be private. The Chairperson will determine the number of persons to be admitted to the hearing. Those attending will treat all information confidentially. The Chairperson, on a need-to-know basis, will address any requests for information concerning a hearing made by other University administrators.
- 19.3.9 The hearing shall be electronically recorded. The recording remains the property of the University and will be secured by the Office of the Registrar. If

SLP PROGRAM ACADEMIC POLICY

the student appellant wishes to obtain a transcribed copy of the hearing, a written request must be submitted to the Registrar. A fee will be charged to cover the transcription expense.

- 19.3.10 Any member of the Committee may recuse or decline participation in any hearing because of conflict.
- 19.3.11 The student may disqualify one voting member of the Committee without stating a reason. A request to disqualify more than one member of the Committee requires a written explanation and must be approved by both a majority of the voting Committee members and the Chairperson of the Committee. This written correspondence should be submitted to the Office of the Registrar. The student must notify the Committee of any requested disqualification at least three (3) business days in advance of his/her scheduled hearing.
- 19.3.12 The Office of the Registrar will provide the complete Program file and academic record of each dismissed student for review by member of the Committee on Academic Promotions at the hearing. The Committee may also seek written or verbal statements of evaluation from faculty and staff in regard to the student's academic record, potential, personal characteristics, and/or ask such individuals to appear before the Committee.
- 19.3.13 The student shall be promptly notified in writing by the Dean of the College of the action of the Committee on Academic Promotions, including all requirements set forth by the Committee, within five (5) business days following the hearing. Should the Committee require further information or time for deliberation, the student will be informed of the date by which a decision is to be rendered beyond the five (5) business days.
- 19.4 Advisement and Assistance Available to Students Regarding the CAP
 - 19.4.1 The Dean of Student Affairs is available to:
 - 19.4.1.1 Interpret for students the actions of the Committee on Academic Promotion.
 - 19.4.1.2 Inform students of recommendations rendered during Academic Progress meetings concerning unsatisfactory academic performance and/or behavioral concerns but will not attribute comments to specific faculty members.
 - 19.4.1.3 Review with students the steps in the appeals process.
 - 19.4.2 A member of the Office of the Dean of Student Affairs is also available to direct the student to counseling services.
- 19.5 Appealing a Decision of the CAP Not Involving Dismissal
 - 19.5.1 This section pertains to any student who has been asked to reenroll in a course or direct service activity or assume a modified program.

SLP PROGRAM ACADEMIC POLICY

19.5.2 Students may appeal non-dismissal actions of the Committee on Academic Promotions in the form of a letter directed to the Dean of the College of Health Sciences, Education and Rehabilitation.

19.5.3 This letter of appeal must be addressed to the Dean of the College of Health Sciences, Education and Rehabilitation and received in the Office of the
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SLP PROGRAM ACADEMIC POLICY

SLP PROGRAM ACADEMIC POLICY

20.8 Students are responsible for understanding all requirements for graduation and completing them within the timeframe dictated by the program curriculum.

20.9 Graduation with Honors

20.9.1 Honors for exceptional work by a student after completion of academic and
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degree with Cum Laude (3.50-

SLP PROGRAM ACADEMIC POLICY

new applicant. Application procedures are outlined in the University catalog and online within in the University website.

24. STUDENT RECORDS

24.1 Student Records and Files

24.1.1

The Registrar is responsible for maintenance of all official academic records of student records is based upon practices recommended by the American Association of Collegiate Registrars and Admissions Officers. In addition, the school's policy is governed by regulations affecting educational institutions, written by the Department of Health and Human Services, the Department of Education or any other government agency. Students may review a copy of these policies in the Office of Student Affairs.

24.1.2

Salus University maintains a Permanent Record File on each student. Included in a student file are the original application form, the undergraduate and graduate record, if applicable, and the letter of acceptance. Subsequent to the enrollment of the student at Salus University, the student file contains course enrollment forms, grades, letters of correspondence concerning the student, letters indicating actions of the Committee on Academic Promotions, communications concerning scholarships, and other correspondence relating to the student's education at Salus University.

24.1.3

In addition to written material kept in the student file, Salus University maintains computerized general information about each student, courses taken, grades, summary statements of academic action, and enrollment information.

24.1.4

It is institutional policy that the material contained in the student records is confidential, with transfer of such information within the school permissible only for legitimate academic purposes. The school complies with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 and subsequent amendments.

24.2

Examination of Student Records

24.2.1

A student, by means of written request to the Dean of Student Affairs and the Registrar, may examine his or her student records at Salus University. These records shall be made available to the student for review as promptly as possible. The records shall be examined in the office in which they are kept, under observation of administrative personnel, and shall not be altered, destroyed, or removed from the office. Material in records which relate to more than one individual will not be made available for direct review, but the student will be told the information on such records which relates to him or her. Former students have the same access to their records as those currently enrolled, however, certain information will not be retained on a permanent basis by the University (e.g. admissions materials, registration

SLP PROGRAM ACADEMIC POLICY

forms, and course withdrawal forms). All persons must sign the written form kept within the record and indicate the date and the reason for the review.

SLP PROGRAM ACADEMIC POLICY

24.3.2

SLP PROGRAM ACADEMIC POLICY

that they can participate freely and actively in all facets of University life. Salus University, therefore, will make an effort to provide students with reasonable academic accommodations. Students requesting academic accommodations should contact the Office of Academic Success (OAS). Students have the responsibility for requesting assistance and for providing documentation of conditions that may warrant academic accommodations. Once the Director of the OAS has determined that a student has a disability-related need for accommodations, the Director of OAS and the student will D G G U H V V W K R V H Q H H G V Z L W K W K H V W X G H Q W ¶ V F R Director to inform them of the specific accommodations.

- 25.2 A student who does not register each semester with the OAS is not permitted to receive accommodation and may not petition the course instructor(s) directly.