



POLICY MANUAL

Accessible Education Center

Ability Redefined

Through collaboration with the campus and community, is committed to redefining ability for students with disabilities by providing comprehensive services in support of the educational development and success of students with disabilities in a student-centered and professional environment.

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Policies

Academic Dishonesty Policy

- AEC defines academic dishonesty as:
 - a. Copying, in part or in whole, from someone else's test using or consulting, during an examination, any sources or materials/electronic media not authorized by the instructor.
 - b. Knowingly allowing another student to copy from your paper during a test.
 - c. Removing tests from the testing facility without the approval of the AEC and/or instructor.
 - d. Falsification of prescribed accommodations.
 - e. Unauthorized use of AEC provided E-text, notes from Notetaking Services, audio/video recording, and/or transcripts from Captioning Services. Written information for selected course(s) must be used exclusively for the student's private use and study. Content must not be shared with other individuals or uploaded onto any web-based site (including social media) without the expressed written consent of the AEC.
- Consequences of Academic Dishonesty:

Academic and/or administrative sanctions may be applied in cases of academic dishonesty. Should a student be caught cheating, or attempting to cheat, the following will apply:

1. The AEC will act in accordance with the California Code of Regulations, title 5, Division 5, Chapter 1, Subchapter 4, Article 2, sec. A (Cheating or plagiarism in connection with an academic program at a campus).
2. The AEC reserves the right to notify the Office of Student Conduct and Ethical Development and Professor of Record.
3. The AEC reserves the right to suspend prescribed accommodations and services if any of the above, or a combination of the above, are violated or abused.

Center for Accessible Technology (CAT) Policy

1. Students who require CAT Services (open lab access and/or assistive technology training)

must be registered with AEC or have permission from AEC Associate Director/Director.

2. Appropriate services and/or assistive technology training are provided on a case-by-case basis where disability-related educational limitation(s) indicate need.
3. Students approved for CAT Services are required to sign the CAT E-Agreements each semester on MyAEC.
4. CAT Services are provided for San José State University curriculum support only; CAT Services are not provided for personal need.
5. Students are required to present their SJSU Tower Card (student ID) for check-in and check-out.
6. The AEC reserves the right to examine any and all materials brought into CAT.
7. Concerns and/or issues with CAT Services must be reported to the CAT Coordinator.
8. Students are expected to uphold the integrity of SJSU's Campus Community Values and are subject to procedures for misconduct as outlined in the [SJSU Student Conduct Code](#).
9. Students are expected to understand and follow the CAT Policy. The AEC has the right to suspend CAT Services when the student is disruptive in the delivery of the service. In order for a student with a suspension to be reconsidered for CAT Services & Use, the student must meet with the CAT Coordinator and AEC Associate Director/ Director.

Center for Accessible Technology (CAT) Tutoring & Group Workspace Policy

1. At least one member of group/tutoring who require CAT Tutoring & Group Workspace (CAT-TGW) must be registered with AEC.
2. Students requesting use of CAT-TGW are required to sign the CAT-TGW E-Agreement(s) each semester on MyAEC.
3. CAT-TGW is provided for San José State University curriculum support only; CAT-TGW is not provided for personal need.
4. Request for CAT-TGW time must be made by the student registered with AEC. CAT-TGW time is scheduled on first-come, first-serve basis in 3-hour intervals; unless approved by AEC staff. Walk-ins will be asked to vacate space for pre-existing reservations. Pending on reserved room, group size cannot exceed 2/3 members. Reservations will be forfeited for late arrivals after 15 minutes.
5. All group members are required to present their SJSU Tower Card at check-in. Student

registered with AEC is responsible for checking group/tutoring in & out.

6. The AEC reserves the right to examine any and all materials brought into CAT.
7. CAT staff reserves the right to cancel reservations without notice as required by business operations.
8. Student registered with AEC who has scheduled CAT-TGW time are required to give timely notice (24 hours as practicable) when canceling. Last minute cancellation for any reason other than illness will be documented as a “no show.” Services may be suspended for students with 3 consecutive “no shows.” Students at risk of service suspension must meet with the CAT Coordinator.
9. Concerns and issues with CAT-TGW must be reported directly to the CAT Coordinator.
10. All students utilizing CAT-TGW are expected to uphold the integrity of SJSU’s Campus Community Values and are subject to procedures for misconduct as outlined in the [SJSU Student Conduct Code](#).
11. Students registered with AEC are expected to understand and follow the CAT-TGW Policy. The AEC has the right to suspend CAT-TGW when the student is disruptive in the delivery of the service. In order for a student with a suspension to be reconsidered for CAT-TGW, the student must meet with the CAT Coordinator and AEC Associate Director/Director.

Confidentiality Policy

The AEC maintains appropriate confidential files verifying students’ disabilities on behalf of the university; these records are protected in accordance with FERPA regulations (Family Educational Rights & Privacy Act). San José State University will not release any information regarding a student’s disability without his or her informed written consent or under compulsion of legal process. Disability related information will be shared only on a case-by-case basis when there is a compelling reason for such disclosure within the university community or as required by law.

The information a student shares with faculty members regarding their disability is confidential and must be treated as such in accordance with university policy, the Office of the Chancellor and State and Federal regulations governing confidentiality (FERPA, Section 504 of the Rehabilitation Act of 1973 and The ADA Amendments Act of 2008 (ADAAA). The Department of Justice (DOJ) has indicated that a faculty member generally does not have a need to know what the disability is, only that the disability has been appropriately verified by the AEC through engaging in the interactive process. Students are not required to provide specifics regarding their disability when self-disclosing a need for accommodations having already done so with the AEC. Information regarding the student’s disability must not be discussed or shared with other faculty members unless the student has signed a Release of Information Form giving permission to do so.

Course Substitution Policy

Students should initiate this procedure as soon as possible after entering San José State University. Waiting until the last semester before graduation may delay awarding of the degree.

Oral Communication

Students registered with the AEC with Communication impairments or who are Deaf and using Sign Language Interpreters/Educational Real Time Captioners, can request a course substitution for the Oral Communication requirement for General Education. The following procedures must be followed:

- The student must provide medical documentation or other appropriate verification of the disability (e.g., audiogram, speech/language evaluation by a speech pathologist, medical doctor or neurologist).
- The student must make an appointment with an AEC Counselor to discuss disability related limitations and a possible course substitution.
- The AEC Counselor will prepare a petition and collaborate with the Chair of the Communications Studies Department to determine an approved course that will satisfy SJSU's Oral Communication requirement.
- The AEC Counselor will complete the DocuSign Substitution of Graduation Requirements Based on Disability Petition for processing with the Office of Undergraduate Education.

Following final approval by the Office of Undergraduate Education the petition becomes a part of the student's file in Admissions and Records and will be used to clear the General Education requirement at the time of application for graduation.

Quantitative Reasoning

The following guidelines are to be used in recommending and supporting the request made by students registered with AEC for substitution of the quantitative reasoning requirement:

- The student must provide medical documentation or other appropriate verification of the disability, e.g., a learning disability, Acquired Brain Injury, or neurological disability.
- The student must make an appointment with an AEC Counselor to discuss the disability related limitation and a possible course substitution.
- The student must submit transcripts showing college level mathematics courses completed or attempted. Students requesting a course substitution must have attempted math courses in college and have progressed as far as possible.
- The student must be in an approved major that will allow a Quantitative Reasoning substitution.

- The student must have successfully completed the Critical Thinking (A3) requirement.

If all above requirements are met, the AEC Academic Advisor Counselor will complete the DocuSign Substitution of Graduation Requirements Based on Disability Petition to substitute a second Critical Thinking course for Area B4 satisfaction and submit the request to the Office of Undergraduate Education for processing.

Following final approval by the Office of Undergraduate Education the petition becomes a part of the student's file in Admissions and Records and will be used to clear the General Education requirement at the time of application for graduation.

NOTE: The Critical Thinking course taken as the Quantitative Reasoning substitution cannot be from the same department as the course taken to satisfy Critical Thinking; the course can be taken at SJSU or a California Community College.

Deaf & Hard of Hearing Policy

1. Students who require Deaf and Hard of Hearing (DHOH) accommodations and/or services must be registered with the AEC.
2. Reasonable and appropriate accommodations and/or services are provided on a case-by-case basis where disability-related educational limitation(s) indicate need.
3. Students approved for DHOH accommodations and/or services are required to sign the DHOH E-Agreement(s) each semester on MyAEC.
4. Requests for DHOH accommodations and/or services must be made by the registered student each semester for the following enrollment term. Subsequent to students' enrollment in their courses, students must contact the DHOH Program to request accommodations and/or services.
5. The DHOH Program makes every attempt to provide accommodations and/or services when requested; however, late requests are not guaranteed and will be provided in the following priority:
 - a. Classroom (earliest requests are given first priority)
 - b. Classroom required activities
 - c. Student/Professor meeting
 - d. Campus activities
 - e. University-sponsored activities
6. Students must contact the DHOH Program if an Interpreter/Captioner does not arrive for an assignment as soon as possible. The DHOH will provide an alternate Interpreter/Captioner as available.
7. Students who have scheduled services are required to give timely notice (24 hours as

practicable) when canceling. Last minute cancellation for any reason other than illness will be documented as a “no show”. Services may be suspended for students with 3 consecutive “no shows.” Students at risk of service suspension must meet with the DHOH Coordinator.

8. Interpreters/Captioners will report late student arrivals to the DHOH Program. Interpreters/Captioners will wait for late students as follows:

Length of Class	Waiting Period
1 hour	15 minutes
1.5 hours	25 minutes
3 hours	45 minutes

9. During finals week, students choosing to test in their regular classroom must contact the DHOH Program through email at least two weeks in advance with the class name, date, time (beginning and end) and location.
10. Students who are not satisfied with Interpreting/Captioning services must notify the DHOH Counselor/Coordinator. Students may, if they wish, discuss their concerns with their service providers to resolve the situation. If no resolution is found, AEC’s DHOH Counselor/Coordinator will observe and assess the situation to make the appropriate recommendations on a case-by-case basis.
11. Students prescribed an Assistive Listening Device (ALD) will be issued one on a first-come-basis via AEC’s existing ALD inventory.
12. The AEC’s ALDs are universal and non-prescriptive, but they may not be compatible with every Cochlear implant. The AEC’s DHOH Counselor/Coordinator will assist with basic pairing troubleshooting.
13. Students are expected to understand and follow DHOH policies. The AEC has the right to suspend DHOH accommodations/services when the student is disruptive in the delivery of the service. In order for a student with a suspension to be reconsidered for DHOH services/accommodations, the student must meet with the DHOH Counselor/Coordinator and AEC Associate Director/Director.

Educational Assistant Services Policy

1. Students who require Educational Assistant Services must be registered with AEC.
2. Appropriate services are provided on a case-by-case basis where disability-related

educational limitation(s) indicate need.

3. Educational Assistant Services are provided for San José State University curriculum support only and must be requested each semester the service is needed; Educational Assistant Services are not provided for personal need.
4. The AEC will clarify the requirements of the Educational Assistant, hire, and train the Educational Assistant.
5. The AEC makes every attempt to hire Educational Assistants with qualifications meeting the requirements of the job. The hiring of an Educational Assistant may be delayed due to a late request or the time of the semester during which a request falls.
6. Students may request that the AEC hire an individual with whom they have previously worked or who they know to possess the skills for the job. The AEC, however, reserves the right to make the final hiring decision.
7. All support services work must be completed on campus unless otherwise required by the course curriculum. Off campus locations must be public domain and pre-approved by the AEC.
8. Concerns and issues with Educational Assistant Services must be reported directly to AEC's Associate Director.
9. Students are expected to understand and follow the Educational Assistant Policy. The AEC has the right to suspend Educational Assistant Services when the student is disruptive in the delivery of the service. In order for a student with a suspension to be reconsidered for Educational Assistant Services, the student must meet with the AEC Associate Director/Director.

Extracurricular Activities

1. Students who require accommodations, services, and/or auxiliary aids for University extracurricular activities must be registered with AEC.
2. Appropriate accommodations are provided on a case-by-case basis where disability-related educational limitation(s) indicate need.
3. Extracurricular activities accommodations are provided for San José State University events only and must be requested each time the accommodation is needed.
4. Extracurricular activities accommodations must be requested at least 15 business days prior to the events date.

File Review Policy

In accordance with the Family Education Rights and Privileges Act of 1974, a student has a right to review and inspect his or her records. A student file will be made available within forty-five (45) days of receipt of a written request. If an accommodation for a disability is required, it should be requested in the written request. Students will be asked to call and make an appointment so that space can be made available for reading the file.

A student may make notes while reading the file, but photocopies will not be provided of any of the contents of the file. An AEC staff member will be present during the time the student is reading the file.

If the student believes the file contains inaccurate or misleading information, the student may request to schedule a meeting to discuss their concerns with the AEC's Associate Director/Director. If no resolution is found the student may request to schedule a meeting with the Associate Vice President for Student Affairs.

Furniture Policy

1. Students who require accessible furniture must be registered with the AEC and been prescribed the accessible furniture as an accommodation.
2. Accessible furniture is provided on a case-by-case basis where the disability-related educational limitation(s) indicate need.
3. Accessible furniture is provided for San José State University curriculum support only and must be requested each semester the service is needed; accessible furniture is not provided for personal need.
4. Accessible furniture requests are issued on a first-come-basis via AEC's existing furniture inventory. In the event AEC is unable to accommodate the student, AEC will work with individual departments to meet the student's need.
5. Students requiring personal aids (e.g., cushions, orthopedic supports, etc.) for use with University furniture are responsible for providing these personal aids. The University is not responsible for items left in the classroom.
6. Accessible furniture provided by the AEC is not prescriptive in nature and should be considered only as a means to improve classroom access.
7. Concerns and issues with Accessible Furniture must be reported directly to AEC.
8. Students are expected to understand and follow Accessible Furniture Policy and requirements. The AEC has the right to suspend Accessible Furniture when the student is

disruptive in the delivery of the service. In order for a student with suspension of Accessible Furniture to be reconsidered, the student must meet with the AEC Counselor/Coordinator and AEC Associate Director/Director.

Housing Accommodations Policy

1. Students who require disability-related housing accommodations must be registered with AEC, and must complete all steps of the University Housing Services (UHS) application process by the published UHS deadlines.
2. Housing accommodations are prescribed on a case-by-case basis where the disability-related limitation(s) indicate need.
3. Based on availability, UHS will assign students to a housing unit consistent with the housing accommodations prescribed by AEC. If prescribed housing accommodations are not available, UHS will offer an alternative as stated in AEC's Housing Notification Letter, in order of priority. In the event prescribed accommodations and alternate accommodations are not available, the student will be placed at the top of the waitlist for the next available room that can support the prescribed housing accommodations.
4. For students waitlisted for a space in on-campus housing, prescribed housing accommodations or alternatives will be provided if housing becomes available. The prescription of housing accommodations does not guarantee on-campus housing.
5. All housing assignments are handled in accordance to UHS assigning procedures. The AEC has no authority in room/building selections.
6. AEC has no involvement in roommate selection.
7. Housing fees are billed in accordance to UHS billing schedule for accommodated rooms.
8. Returning students must re-apply to housing each year.
9. Students with prescribed housing accommodations who decide either not to reapply or to petition to cancel their housing contract must reapply for housing by the published UHS deadlines and must contact AEC to update any prescribed housing accommodations.

Internal Student Grievance Policy

Faculty, staff or students with questions, concerns or disagreements regarding a prescribed accommodation(s) should schedule an appointment to speak with an AEC professional staff member to discuss the concern and resolve the matter as expeditiously as possible.

If a student believes there has been a violation of the regulations governing the University as they apply to providing accommodations for courses/programs affiliated with San José State have the

right to file a grievance. The grievance procedure pertains to situations where a student has made a request for an accommodation on the basis of a disability, either to an individual faculty member, a department (academic or administrative) or the AEC, and has been denied. During the complaint process the student should continue to fulfill academic requirements until a final determination has been provided.

The AEC would appreciate the opportunity to resolve complaints on an informal basis following the *Student Grievance Procedures* in accordance with *Presidential Directive 97-03, Accommodations for Students with Disabilities*. However, students have the right to follow any of the Complaint Resolution processes below at any time.

Step 1:

The student will schedule a meeting with an AEC to discuss the denial of an accommodation. Counselor will contact faculty member to discuss denial & moves to resolve, 3 business days from time of disclosure.

Step 2:

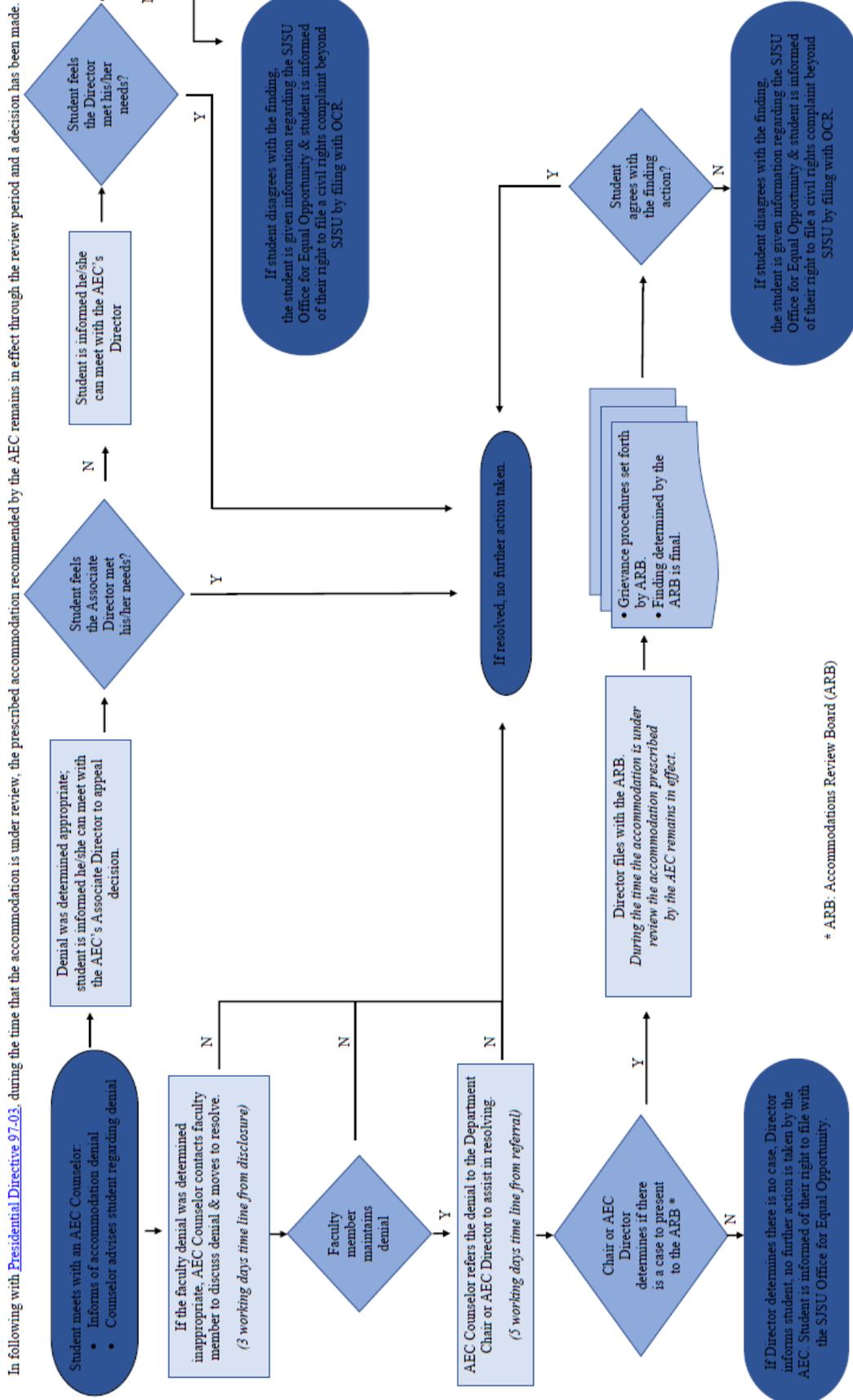
In the event denial is not resolved the AEC Director will be notified. Director will contact Department Chair for support in resolving the complaint; 5 business days.

Step 3: Complaints not resolved are referred to the Accommodations Review Board (ARB). During the time the accommodation is under review the accommodation prescribed by the AEC remains in effect. ARB finding is final.

If student disagrees with the finding, the student is given information regarding the SJSU Office for Equal Opportunity & student is informed of their right to file a civil rights complaint beyond SJSU by filing with [Office of Civil Rights](#).

The grievance procedures do not apply to allegations based on events which occurred more than 180 calendar days prior to the date the complaint was filed.

**San Jose State University
Accessible Education Center (AEC)
Internal Student Grievance Procedures**



Notetaking Services Policy

1. Students who require Notetaking Services must be registered with AEC and have been prescribed the services.
2. Notetaking Services are provided on a case-by-case basis where the disability-related educational limitation(s) indicate need.
3. Notetaking services are provided for San José State University curriculum support only and must be requested each semester the service is needed; Notetaking Services are not provided for personal need.
4. Students prescribed Notetaking Services will be provided training and a license of an audio notetaking software. As required by the complexity of course material, AEC will prescribe a peer-to-peer Notetaker.
5. The AEC makes every attempt to secure a Notetaker subsequent to a student's request and confirmation. The recruitment of an Notetaker may be delayed due to a late request or the time of the semester during which a request falls.

In the event recruitment is not successful:

- One week following the confirmed Notetaker request, AEC will partner with the instructor of record for assistance to make a general announcement in class.
 - Second week following the confirmed Notetaker request, AEC will message the student registered with AEC to inquire if the student is comfortable assisting AEC recruit their a Notetaker.
 - Third week following the confirmed Notetaker request, the AEC will utilize alternative options for securing a Notetaker.
5. All students approved for Notetaking Services are required to sign the Notetaking E-Agreement(s) each semester on MyAEC.
 6. Provided notes for selected course(s) must be used exclusively for the student's private use and study. Content must not be shared with other individuals or uploaded onto any web-based site (including social media) without the expressed written consent of the AEC.
 7. Concerns and issues with Notetaking Services must be reported directly to AEC.
 8. Class attendance is mandatory and mirrors class attendance requirements as stated on course syllabus. Notetaking Services is not a substitute for class attendance.
 9. Notetakers receive priority registration the following semester for provided services. Should another form of compensation be necessary, the decision is made on a case-by-

case basis by the AEC Associate Director/Director.

10. Notetakers will be matriculated students in good academic standing. Students are expected to understand and follow Notetaking Services Policy and requirements. The AEC has the right to suspend Notetaking Services when the student is disruptive in the delivery of the service. In order for a student with a suspension of Notetaking Services to be reconsidered, the student must meet with the AEC Associate Director/Director.

Rescheduling or Cancellation of Appointments Policy

Students who have scheduled appointments with AEC professional staff are required to give timely notice (24 hours as practicable) when rescheduling or canceling an appointment.

Scribing Services Policy

1. Students who require Scribing Services must be registered with AEC and be prescribed the services.
2. Scribing Services are provided on a case-by-case basis where the disability-related educational limitation(s) indicate need.
3. Scribing services are provided for San José State University curriculum support only and must be requested each semester the service is needed; they are not provided for personal need.
4. The AEC will clarify the requirements of the scribing job, hire, and train the scribe.
5. The AEC makes every attempt to hire scribes with qualifications meeting the requirements of the job. The hiring of a scribe may be delayed due to a late request or the time of the semester during which a request falls.
6. Students may request that the AEC hire an individual with whom they have previously worked or who they know to possess the skills for the job. The AEC, however, reserves the right to make the final hiring decision.
7. Concerns and issues with Scribing Services must be reported directly to AEC.
8. All scribing work must be completed on campus unless otherwise required by the course curriculum. Off campus locations must be public domain and pre-approved by the AEC.
9. Students are expected to understand and follow Scribing Services Policy and requirements. The AEC has the right to suspend Scribing Services when the student is disruptive in the delivery of the service. In order for a student with a suspension of Scribing Services to be reconsidered, the student must meet with the AEC Associate Director/Director.

Service Animal Policy

In accordance with Federal law, use of a service dog in university facilities and on university campuses, which includes attendance at a campus-sponsored special events, may not be challenged except if the use of the dog poses a direct threat to the health or safety of other persons, or if the presence of the service dog will result in a fundamental alteration of service, program, or activity involved. (Title II, ADA Regulations, 28 C.F.R-130[b] [7])

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. This definition does not affect or limit the broader definition of "assistance animal" under the Fair Housing Act or the broader definition of "service animal" under the Air Carrier Access Act. Some State and local laws also define service animal more broadly than the ADA does. (U.S. Department of Justice).

Miniature horses must be considered as a reasonable modification if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Individuals are not allowed to inquire about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. In situations where it is not obvious that the dog is a service animal, only two specific questions can be asked: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform.

The AEC does not require registration of service dogs in following with the ADA. However, service dogs are subject to the same licensing and vaccination rules that are applied to all dogs.

Service dogs must be under the control of the handler at all times. If a particular service dog is out of control and the handler does not take effective action to control it, or if it is not housebroken, that dog may be excluded. Under control also means that a service animal should not be allowed to bark repeatedly in a lecture hall, theater, library, or other quiet place. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

The handler (student) is responsible for the supervision, care and cleanliness of their service dog. In the event a service dog's supervision, care and/or cleanliness is not being maintained the

student will be informed and provided a period of time to correct the situation. The period of time will be determined on a case-by-case basis. Should the student not correct the situation the service dog may be excluded until corrected.

San José State University has the authority to remove a service dog from its grounds or facilities if the service dog becomes unruly or disruptive and/or unhealthy to the extent that the dog's behavior and/or condition poses a direct threat to the health or safety of others, or otherwise causes a fundamental alteration in the University's services, programs, or activities. If such behavior persists, the owner may be directed not to bring the dog into public campus areas until the problem is rectified.

In the event another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals, and that person has contact with a service dog, a request for assistance should be made to the AEC. An AEC counselor will consider all facts with respect to the contact in an effort to resolve the issue.

Service dogs in AEC Testing: Inappropriate behavior that disrupts the normal course of business or threatens the health or safety of others will be required to discontinue testing and reschedule the exam pending professor approval.

AEC Staff is not required to provide care or food for a service dog.

The AEC adheres to the [Fair Housing Act](#) working in conjunction with University Housing regarding service dogs.

Emotional Support Animal

While Emotional Support Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. (<https://adata.org/publication/service-animals-booklet>)

Students requesting Emotional Support Animal as an accommodation must register with the AEC and meet with a counselor to discuss their accommodation request.

Standardized Test Accommodations Policy

1. Students who require standardized testing accommodations and/or services for exams offered at SJSU, must register with AEC and be prescribed accommodations and/or services.
2. Reasonable and appropriate test accommodations are provided on a case-by-case basis where the disability-related educational limitation(s) indicate need.
3. AEC strictly adheres to the deadline dates for standardized exams set by the University

Testing Office. If a student misses a deadline date, the student must take the exam at a later date.

4. Exams will be administered on the scheduled date of the test. Exceptions (i.e., disability reasons, religious beliefs) are dealt with on a case-by-case basis. The time will be determined by the individual exam.
5. Request for rescheduling or canceling follow University Testing requirements. Students must notify testing of any change or cancellation at least 48 hours prior to the exam. If needed AEC will roll forward any prescribed accommodation.
6. For exam administered by AEC, the AEC reserves the right to examine any and all materials brought into the testing room.
7. Students are expected to uphold the integrity of the examination process and are subject to procedures for academic misconduct as outlined in Section 1.1 of the Policy on Academic Dishonesty. Should an incident of academic dishonesty occur, the Professor and the Office of Student Conduct and Ethical Development will be notified.
8. Students are expected to understand and follow Standardized Testing Accommodations Policy and requirements. The AEC has the right to suspend Standardized Testing Accommodations when the student is disruptive in the delivery of the service. In order for a student with a suspension of Standardized Testing Accommodations to be reconsidered the student must meet with the AEC Associate Director/Director.

Student Conduct Code

In following with the University's campus community values, the AEC is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

To this end, the AEC adheres to San José State University's [Student Conduct Code](#), Title 5 California Code of Regulations (41301. Standards for Student Conduct).

Testing Accommodations Policy

1. Students who require Testing Accommodation(s) and/or services must register with the AEC and be prescribed accommodations.
2. Reasonable and appropriate Testing Accommodation(s) are provided on a case-by-case basis where the disability-related educational limitation(s) indicate need.

3. Requests for Testing Accommodation(s) must be made by the registered student each semester. Request must be made no fewer than five working days prior to the needed accommodation.
4. All students approved for Testing Accommodation(s) and/or services are required to sign the Testing E-Agreement(s) each semester on MyAEC.
5. Requests for Testing Accommodation(s) for final exams must be made by November 1st for Fall finals and by April 1st for Spring Finals.
6. Students must schedule accommodated exams with the AEC at the same date and time as the class. AEC supports exceptions when the extended time causes an academic scheduling conflict and a student must take the exam at a different time or on a different day. The following exceptions are supported by AEC and a student must discuss an alternative date and/or time with the professor of record: time/date change.
 - a. Back-to-back classes
 - b. Disability related issues (i.e.: medical treatments).
 - c. Tests scheduled outside of AEC's Testing Center business hours of operation.
7. Scheduling exams at a later date to allow for extended study time is prohibited.
8. The AEC reserves the right to examine any and all materials brought into the testing room.
9. All electronic devices, including cellphone and smart watches, are prohibited during testing, unless with professor approval.
10. Students are expected to uphold the integrity of the examination process and are subject to procedures for academic misconduct as outlined in Section 1.1 of the Policy on Academic Dishonesty. Should an incident of academic dishonesty occur, the Professor and the Office of Student Conduct and Ethical Development will be notified.
11. Students are expected to understand and follow Testing Accommodations Policy and requirements. The AEC has the right to suspend testing accommodations/services when the student is disruptive in the delivery of the service. In order for a student with suspension of accommodations/services to be reconsidered, the student must meet with the AEC Counselor/Coordinator and AEC Associate Director/ Director.