

**ARKANSAS STATE
UNIVERSITY BEEBE**

**Office of Disability
Services
Student Handbook**

3rd Edition, June 07, 2016

WELCOME

We are excited that you have chosen Arkansas State University-Beebe and we look forward to working with you. Please take a moment to read the information in this handbook regarding the Office of Disability Services and the types of services provided to students.

The intent of this student handbook is to help you understand the services offered to students with disabilities at ASU-Beebe and the policies and procedures in place to obtain accommodations. Should you have any questions or concerns, please contact us.

Good luck and much success!

Office of Disability Services
And
The Student Success Center

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This Disability Services Handbook can be provided in alternative format upon request. Please contact the Office of Disability Services on the Arkansas State University-Beebe Campus.

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Section One: The Office of Disability Services

- Mission Statement
- Ethics Statement
- Service Objectives
- Learning Outcomes
- Assessment Overview
- Program and Services

MISSION AND ETHICAL STATEMENTS

MISSION

In conjunction with the overall mission of Arkansas State University-Beebe, the office of disability services is committed to creating accessible, dynamic learning environments that focuses on the ability of each individual student.

ETHICAL

The office of disability services maintains a professional relationship with all individuals and follows the code of ethical conduct published by the Commission on Rehabilitation Counselor Certification (CRCC).* The Key Components of the CRC/CCRC Code of Ethics are as follows.

- The Counseling Relationship
- Confidentiality, Privileged Communication, and Privacy
- Advocacy and Accessibility
- Professional Responsibility
- Relationships with Other Professionals
- Forensic and Indirect Services
- Evaluation, Assessment, and Interpretation
- Teaching, Supervision, and Training
- Research and Publication
- Technology and Distance Counseling
- Business Practices
- Resolving Ethical Issues

**"Code of Ethics." www.crcrcertification.com Web 06/07/2016*

SERVICE OBJECTIVES

1. To provide full access and equal educational opportunities to all students through use of reasonable academic and nonacademic accommodations.
2. To improve the total university experience for people with disabilities.
3. To maintain confidentiality according to professional/ethical standards.
4. To promote disability awareness as a diversity topic among students, faculty, staff and community members.
5. To encourage self advocacy among people with disabilities to become proactive, socially responsible, and accountable individuals.
6. To maintain compliance with all federal, state and institutional regulations.
7. To review mission statement on annual basis to insure that department mission continues to support the University's mission statement.

LEARNING OUTCOMES

Program Outcome

Through engaging, interactive, and informative appointments, the office of disability services will prepare students with disabilities, who are requesting accommodations for their educational access, the necessary information and procedures to successfully implement the approved accommodations.

Student Learning Outcomes

Initial Appointment: Through engaging, interactive, and informative appointments with the coordinator at initial disability services appointment, students will demonstrate they:

- Understand the principle of accommodations for equal access.
- Understand the process for receiving accommodations.
- Understand their responsibility and the university's responsibility during the accommodation process.

New Accommodation Request Appointment: Through engaging, interactive, and informative appointments with the coordinator at the Request for New Accommodations appointment, students will demonstrate they:

- Understand their role in notifying faculty of the approved accommodations.
- Understand how to reach out for assistance wherever needed during the semester.
- Understand the process to continue the use of approved accommodations for future semesters.

ASSESSMENT OVERVIEW

Office of disability services considers assessment an integral component to the success of the students the office serves.

Since 2009 disability services has added different means of assessment in order to improve services and collect data in targeted areas. The following are assessment tools that are used include.

(CAS) Council for the Advancement of Standards in Higher Education: CAS is a formal program review and consists of standards and guidelines used to evaluate the strengths and deficiencies of Disability Support Services and Programs and to plan for improvement opportunities. The use of this assessment tool is ongoing in an effort to evaluate and make improvements.

- CAS Review was conducted in 2009 and 2016.

End of Semester Student Survey: students are asked to complete a survey to rate their semester experience with accommodations. Data collected pertains delivery of the notice, concerns/issues, and understanding of how to request to continue accommodations.

End of Academic Year Faculty Survey: faculty who received accommodation notices for the year are asked to complete a survey to rate their semester experience with accommodations. Data collected pertains delivery of the notice, concerns/issues, and option to provide feedback.

Monthly Emails: email is sent at end of each month to students who have requested accommodations appointments and to students who have had general information appointments in order to follow up if the student still has unanswered questions or concerns.

Student Experience Survey: data is collected concerning satisfaction of Disability Services as part of the Student Experience Survey administered to students in the Principles of Academic Success classes.

Learning Outcomes: new outcomes will be initiated in 2016/2017 academic year to assess information students obtain at initial appointments and accommodation request appointments to determine that students are obtaining the information needed to make decisions regarding their accommodation requests.

Graduation Completion Rate: data is collected to determine what percentage of students using accommodations are completing a degree or certificate at the university.

PROGRAMS AND SERVICES

Reasonable Academic and Nonacademic Accommodations: accommodations are approved on an individualized basis.

Alternative Format for Educational Materials: educational materials are provided in Braille, large print or audio format for qualifying students with disabilities. *Advance notice is required.*

Support Personnel: interpreters, readers, and note-takers are provided for qualifying students with disabilities. *Advance notice is required.*

Assistive Technology: adaptive hardware and software are provided for educational access for qualifying students with disabilities.

Referrals to Campus and Community Resources: appropriate referrals are made for students with disabilities to link students with campus resources such as Learning Center, Student Support Services, and Career Pathways and community resources such as Arkansas Rehabilitation Services and Division of Services for the Blind.

Consultation: disability services staff collaborates with faculty and staff regarding accommodations and campus facilities access.

Advocacy and Study Skills Guidance: techniques for time management and study skills are provided by disability services staff. Office of disability services encourages and emphasizes the value of strong self-advocacy skills.

Outreach Programming: Disability services staff participates in campus pre-session meetings, speaking engagements at campus academic department meetings, and presentations for local high schools transition workshops.

Section Two: The Accommodation Process

- General Information
- New Student Process
- Continuing Student Process
- Online Student Process
- Rights and Responsibilities

GENERAL INFORMATION

Admissions

The admissions process for students with disabilities at Arkansas State University Beebe is the same as it is for all students. Contact the Office of Admissions at 501.882.8860 to get started. The office of disability services does not handle any admission paperwork. Students can visit with the office of disability services prior to completing admissions to talk about general services such as types of accommodations available, documentation requirements, housing and transition to college concerns.

When to Request Services

Students should begin the accommodation process as early as possible so that accommodation arrangements can be in place when classes start. Students may request services at any point during the semester; however, accommodations cannot be used until students have completed the accommodation process with the office of disability services.

Liaison Counselors at the Heber Springs Campus, Searcy & LRAFB Campus

Liaison counselors for the office of disability services are located on each campus site. The counselor is located in student services on each campus. The role of the liaison counselor is to facilitate contact for students with the office of disability services and to oversee accommodations for students at these campus sites, once accommodations have been approved by the office of disability services. The coordinator of disability services does meet with students at each campus as needed. The coordinator of disability services also works on the Searcy and Heber Springs campuses one day a month to allow students to walk in and visit. Published dates for the coordinator are posted in the liaison counselor's work area each semester.

**Searcy Campus
Counselor**
Main Building, Student Services
Office, Hall 1
501.207.6205 (PH)

**Heber Springs Campus
Counselor**
Administration Building,
Counselor's Office, Floor 1
501.362.1209 (PH)

**Little Rock AFB Campus
Counselor**
LRAFB Degree Center,
Room 115
501.882.4582 (PH)

Accommodation Process Timeline



PRIOR TO THE START OF THE SEMESTER

- ✿ Self-identify as a student with a disability to the office of disability services.
- ✿ Provide information about the disability.
- ✿ Understand how the disability affects learning.
- ✿ Request specific accommodations in a timely manner. Some accommodations take several weeks to arrange. *Note: Accommodations are not retroactive.*



DURING THE FIRST WEEK OF THE SEMESTER

- ✿ Pick up Accommodation Notices from the office of disability services.
- ✿ Make an appointment with each instructor and discuss the accommodations listed on the Accommodation Notice.
- ✿ Inform the office of disability services and instructors of any noted problems related to accommodations and suggest possible solutions.



THROUGHOUT THE SEMESTER

- ✿ Continue to advocate for accommodation needs.
- ✿ Meet with the office of disability services staff as needed.
- ✿ Check to make sure notes are effective if using notetakers.
- ✿ Use appropriate assistive technology responsibly.

ACCOMMODATION PROCESS: NEW STUDENT

STEP 1: Self-Identify

Student with disability needs to self identify to request accommodations.

STEP 2: Provide Information of Disability

Student provides documentation information of the disability he/she self identifies as having.

STEP 3: Accommodation Appointment

Student meets with office of disability services and completes the request for accommodations. Student should have class schedule in order to know which instructors need Accommodation Notices.

STEP 4: Accommodation Notices

Student receives Accommodation Notice with list of approved accommodations for the semester.

STEP 5: Schedule Appointment with Instructor to deliver Accommodation Notice

Student takes Accommodation Notice and gives to each instructor and discusses the provisions of each accommodation.

ACCOMMODATION PROCESS: ONLINE STUDENT

STEP 1: Call or email Office of Disability Services to initiate request for accommodations.

Student with disability needs to self identify to request accommodations.

Student completes the request for accommodations. Online Accommodation Forms can be emailed to student or obtained online at the Disability Services webpages.

Student should have class schedule in order to know which instructors need Accommodation Notices when completing the request forms.

STEP 2: Provide Information of Disability

Student provides documentation information of the disability he/she self identifies as having. Information can be emailed, US Postal Mailed, faxed, or dropped off in person.

STEP 3: Accommodation Appointment

Once request for accommodations and disability information is received, student will visit with Disability Services over the phone to discuss accommodations needed for the online courses.

STEP 4: Accommodation Notices

Coordinator will email Accommodation Notice with list of approved accommodations for the semester during the first two days of classes to the instructor and carbon copy the student.

STEP 5: Contact Instructor to discuss Accommodation Notice

Student will need discusses the provisions of each accommodation once accommodation notice has been received by the instructor.

ACCOMMODATION PROCESS: CONTINUING STUDENT

STEP 1: Complete and turn in the *Accommodation Request Form for Continuing Students*. Students can update accommodations by filling out an *Accommodations Request Form for Continuing Students* located at the office of disability services and the liaison counselor offices on the Searcy, Heber Springs, and LRAFB Campuses.

OR

Contact the office of disability services to set up an appointment if changes need to be addressed.

STEP 2: Pick up the Accommodation Notices at the office of disability services or liaison counselor's office

Notices will be available the first week of classes. Students are responsible for delivering the notices to each of his/her instructors. Students can also pick up any equipment to check out for the semester or alternative format materials for the semester.

STEP 3: Schedule appointment with instructor to deliver Accommodation Notice

Be sure to show up at the time scheduled. Give the Accommodation Notice to the instructor and discuss each accommodation as it relates to the class.

STEP 4: Maintain contact with the office of disability services

Be sure to let the office know if there are any issues with a class or the use of accommodations as they arise. Do not wait until the end of the semester.

RIGHTS AND RESPONSIBILITIES: Students and Arkansas State University Beebe

STUDENT RIGHTS and RESPONSIBILITIES

Students have a RIGHT to:

- ☑ Full and equitable participation to services, programs, activities, and facilities through use of reasonable accommodations, academic adjustments and/or auxiliary aids and services.
- ☑ Confidentiality of information concerning disability, except when necessary to acquire accommodations or as required by law. See Family Education and Family Privacy Act (FERPA), page 31.
- ☑ Information and communication available in accessible format.
- ☑ File a complaint if they believe they have been discriminated against on the basis of a disability or have been denied access as required by law. See the 504/ADA Grievance procedures, page 30.

Students have the RESPONSIBILITY to:

- ☑ Meet the essential qualifications and standards for University courses, programs, services, and activities. This includes but is not limited to: Student Code of Conduct, residence hall standards, all academic requirements as written in a syllabus, degree requirements, general education requirements and essential functions of student employment.
- ☑ Follow published procedures to obtain reasonable accommodations and/or auxiliary aids.
- ☑ Provide information on how disability impacts participation in programs and activities of the university and supports each accommodation request.
- ☑ Notify the office of disability services should a situation arise concerning an approved accommodation or disability related issue.

Arkansas State University Beebe has the RIGHT to:

- ☑ Establish essential functions, abilities, skills, knowledge and standards for courses, programs, services, activities and facilities, and to evaluate all students equally on these bases.
- ☑ Confirm disability status and request and receive, through the office of disability services, current, relevant documentation that supports requests for accommodations, academic adjustments and/or auxiliary aids and services.
- ☑ Select among equally effective accommodations, academic adjustments and/or auxiliary aids and services in a timely manner.
- ☑ Deny a request for accommodations or auxiliary aids and services, if the disability does not demonstrate that the request is warranted, or if the individual fails to provide appropriate documentation.
- ☑ Refuse unreasonable accommodations or auxiliary aids and services requests that impose a fundamental alteration to a program or activity of the university.

Arkansas State University Beebe has the RESPONSIBILITY to:

- ☑ Provide information to faculty, staff, students and guests with disabilities in accessible formats upon request.
- ☑ Ensure that courses, programs, services, jobs, activities and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings.
- ☑ Provide or arrange reasonable accommodations, academic adjustments and/or auxiliary aids and services for students with disabilities in courses, programs, services, jobs, activities and facilities.
- ☑ Evaluate students on the basis of their abilities and not their disabilities.
- ☑ Respond to requests on a timely basis.
- ☑ Maintain appropriate confidentiality of records and communication as required by law.

Section Three: Documentation and Notices

- Documentation Guidance
- Accommodation Notices

DOCUMENTATION OF A DISABILITY

The documentation process is a deliberative and collaborative process involving both the student and the office of disability services. This process serves to identify and understand how the disability may affect the student's access to higher education. Once barriers are identified, the conversation starts on how an accommodation may alleviate the barrier.

The office of disability services will rely on a combination of sources as documentation of a student's disability. This could include information from the student, information from external sources, and/or information observed by office of disability from interactions with the student.

Students are encouraged to meet with the office of disability services to begin the process of disability documentation. The office of disability services is here to help students understand what documentation is needed.

The office of disability services follows guidance published by Association on Higher Education and Disability (AHEAD) to inform the office on the documentation process.* Below is general information to help the student understand how documentation of a disability is collected.

Documentation of a Disability Information:

- ☑ **Student Self-Report:** the student's description of his/her experience of a disability, barriers, and past use of accommodations.
- ☑ **Observation and Interaction:** the impressions and conclusions formed by the office of disability services during interviews and conversations with students.
- ☑ **External Information:** information concerning the student from medical records, reports/assessments created by health care providers, psychologists or an education system.

*"Supporting Accommodation Requests: Guidance on Documentation Practices." www.ahead.org Web 04/2012

WHAT DOES THE OFFICE OF DISABILITY SERVICES DO WITH THE DOCUMENTATION?

Accommodations are granted to provide access where a functional limitation due to a disability creates a barrier. In order to provide appropriate accommodations, the office of disability services has to understand these limitations. This is the primary reason for the documentation requirements.

In short, the office of disability services uses the documentation to:

- ✿ Understand how the disability functionally impacts a major life activity, such as learning, hearing, seeing, speaking, walking, etc.
- ✿ Determine specific accommodations to provide equal access.

WHERE IS DOCUMENTATION STORED?

Documentation of disability is kept in a secured site in the office of disability services, separate from the student's general education college file.

HOW LONG WILL THE OFFICE OF DISABILITY SERVICES KEEP DOCUMENTATION?

The office of disability services keeps documentation for five years after the student has stopped attending the college. At which point, files are destroyed.

ACCOMMODATION NOTICES

WHAT IS AN ACCOMMODATIONS NOTICE?

The Accommodation Notice is a document that the student and office of disability services creates to list all the accommodations a student will use for the current semester. The Accommodation Notice is developed once the student has completed the accommodation process.

IMPORTANT ACCOMMODATION NOTICE DETAILS:

- The Accommodation Notice is renewed each semester and may change depending on the student and the classes for which the student is enrolled each semester.
- The student will give each instructor an Accommodation Notice.
- Accommodation Notices are only available through the office of disability services.

STUDENT'S RESPONSIBILITY TO THE ACCOMMODATION NOTICE:

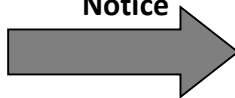
- Pick up the Accommodation Notices from the office of disability services
- Make an appointment with each instructor to deliver the accommodation notice and discuss each accommodation.

NOTE: accommodations are only granted from the date faculty are presented with an official accommodation notice. It is important to not postpone notifying instructors once the student has received the accommodation notice.

Will accommodation notices be automatically given to students every semester?

Accommodation Notices are not issued automatically. Each semester, students must contact the office of disability services to request accommodations and receive current Notices.

Sample of an
Accommodation
Notice



ACCOMMODATION NOTICE	
Faculty:	
Please note that accommodations needs can change over time and we are always ready to assist. Should additional/former accommodations be necessary, faculty will receive an updated accommodation notice from the Coordinator of Disability Services.	
Please sign and date the Accommodation Notice along with the student's special receipt of the notice.	
Please retain this notice for the semester. At the conclusion of the semester, please indicate at the bottom of this notice if the student utilized the requested accommodations and return it to disability services.	
Thank you for your assistance!	
If you have any questions or comments, please do not hesitate to call disability services at 662-6902.	
Instructor Signature: _____	
Date Received: _____	
Student Signature: _____	
 Arkansas State University-Beebe Disability Services Office Beebe, Water Springs, Searcy, Little Rock, AR, Fort Smith	
<small>Coordinator Disability Services, Tisha L. Maxwell Phone: 662.692.6902 Email: twmaxwell@astu.edu Building: Student Center Room 202D</small>	
STUDENT: Student Name _____	
SEMESTER: Fall 2012	
DATE: September 1, 2011	
CLASSROOM ACCOMMODATIONS	
<small>Use of calculator</small>	
TESTS AND QUIZZES ACCOMMODATIONS	
<small>May use calculator</small>	
<small>Extended time (1.5)</small>	
RESPONSIBILITIES	
<ul style="list-style-type: none"> Student is responsible to give Accommodation Notice to each instructor. Student and instructor should discuss with one-to-one details regarding provision of accommodations. Disability Services Coordinator is available to help with provision of accommodations. Any provision made through Disability Services Office must be to be utilized three days in advance. Student must schedule test and notify instructor of the test time and date. Instructor must Advise to Coordinator at least 140 days prior to test date. 	

Section Four: Disability Services Policies

- Exam Accommodations
- Notetaker Accommodations
- Recording Accommodations
- Alternative Format Accommodations
- Interpreter Accommodations
- Equipment Loan Procedures

EXAM ACCOMMODATIONS

It is the goal of disability services to create an environment conducive to learning for students with disabilities. The procedures that follow are in place to administer proctored tests fairly. Responsible usage of testing accommodations is expected in order to maintain services. Students who abuse approved testing accommodations are in jeopardy of having those accommodations suspended until such time as the student and the office of disability services meet to discuss the situation. Students receiving testing accommodations are held to the same University Code of Conduct in regards to dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of University documents or identification.

TESTING ACCOMMODATION RESPONSIBILITIES: Student and Instructor

- ✿ Student will discuss testing accommodations with instructor when student delivers the accommodation notice.
- ✿ Student and Instructor will determine the manner in which testing accommodations will be provided or if the office of Disability Services is needed to proctor the exam.
- ✿ Student and Instructor must consider student's class schedule when scheduling tests and extended time is an accommodation.
- ✿ Extended time for a test must be used in one setting. Student cannot use 50 minutes at one time and return to finish test at a different time.
- ✿ Test with extended time must be given when the full extended time is available without the student missing a class or being late for another class. It is not excusable for the student to miss a class to take a test for another class.
- ✿ Students are expected to take the test on the day the instructor has assigned as test day.
- ✿ The student should work with the instructor in identifying where to test. Some instructors use empty classrooms or empty offices.
- ✿ If the instructor and student cannot identify where the student can test, then the office of disability services can proctor the exam.

PROCTORED TESTS THROUGH OFFICE OF DISABILITY SERVICES

1. Student must schedule the test to be proctored at the office of disability services on the assigned day by the instructor and then notify instructor the time the exam is scheduled.
2. Test must be scheduled in advance; a 3-day notice is required. Disability services does not proctor exams without notice.
3. Instructors must send test at least 2 days before test date. If test is received late, then the test may need to be rescheduled to give coordinator time to prepare accommodations. Instructor cannot deduct points from the rescheduled test or refuse to accept the test late when instructor failed to get test to the office of disability services within 2 days of the scheduled time.
4. Student cannot reschedule to a different day without permission of the instructor. Office of disability services does not authorize rescheduling without notice from the instructor.
5. Neither notes nor textbooks are permitted in testing room without notice from the instructor. No item is to be taken into testing room other than blank paper, pen, or pencil.
6. Cameras are used in the disability services testing lab to monitor test takers. If a student is observed cheating, the student will be required to leave and the instructor will be notified. The student is held to the Academic Integrity Policy as published in the University Catalog.

NOTETAKER ACCOMMODATION PROCEDURES

How Notetakers are Assigned

- ✿ Instructors may request a volunteer from the class to take notes or the instructor can provide material in another appropriate format, such as instructor's lecture notes.
- ✿ The instructor will request volunteers without disclosing the identity of the student with the disability to the class.
- ✿ Instructor may ask a student to be a volunteer Notetaker.
- ✿ If no volunteer can be found to take notes, the instructor should contact the office of disability services immediately. A notetaker may be provided by the office of disability services.

How Class Notes are Exchanged

- ✿ Students may work directly with the notetaker if they choose OR, should a student wish to remain anonymous, he/she may make arrangements for obtaining note copies from the instructor in a confidential manner.
- ✿ Notetakers are asked to use the carbonless paper provided by the office of disability services to the student with the disability.
- ✿ If a notetaker chooses not to use this paper, he/she and the student with the disability should work out an arrangement to make copies of the notes at the office of disability services or instructor's office for no charge.
- ✿ Students typically take one carbonless notebook for every two classes.
- ✿ Students are to return the carbonless notebooks if they are not used and if there is still a good amount of paper left in the notebooks at the end of the semester.

IMPORTANT DETAILS:

- ➔ Notetakers are not responsible for copying notes for the absent student.
- ➔ Notetakers are not responsible to re-teach or explain the lecture notes to the student or engage in a "tutoring" role with the student.
- ➔ Students should notify the office of disability services should the assigned Notetaker fail to provide notes.

AUDIO RECORDING ACCOMMODATION PROCEDURES

Students who are approved to use audio recording in the classroom as an accommodation are responsible for purchasing their own recorder and ensuring that its use is not disruptive in class. The office of disability services does have recorders available for loan and are loaned on a first come first serve basis and do not “reserve” equipment for students.

Audio Recording Student Responsibilities

- Students must not sell, redistribute, copy, or disclose recorded materials.
- Students must use discretion during class on what material is recorded.
(For example; do not record another student sharing a personal story or sharing sensitive information.)
- Students will sign a responsibility statement to have on file with the office of disability services.

ALTERNATE FORMAT ACCOMMODATION PROCEDURES

Students whose disability affects cognitive processing may benefit from an alternate format. Alternative format is available only to students who have registered with the office of disability services and the use of alternative format has been approved by the coordinator of disability services.

TYPES OF ALTERNATE FORMAT

Audio Media Files
Braille or Raised Line Drawings
Large Print
E-Text

Requesting Alternative Format

- Students must indicate on the request for accommodation form if an alternative text is needed and list the classes for which the alternative text will be used.
- Students must purchase their own textbooks and show proof of purchase before receiving the alternative text requested.
- Students who change their class schedules after submitting a request for an alternative format will be responsible for notifying the office of disability services of the class schedule changes.

Alternative Format Process

1. Requests for alternative textbooks are processed in order of receipt by the office of disability services.
2. Notification to students that items are ready for pick up is made by phone and/or email by the office of disability services.
3. Materials and/or equipment checked out will require students to sign a loan agreement with office of disability services to return items in good working order.
4. Materials and/or equipment are returned at the end of each semester to the office of disability services.

Alternate Format for Tests

Tests may be requested in an alternate format. It is best for the student to discuss this with the office of disability services and with each instructor so this accommodation can be planned for the entire semester. If the instructor is providing the alternate format, the student should remind the instructor prior to each test.

Alternative Format Self Service

Students wanting to create their own alternative format are encouraged to use adaptive equipment located in the office of disability services. Students can call the office of disability services to reserve time to use the equipment. Office of disability services is available to show students how to use the equipment, but students will be expected to independently operate equipment after receiving initial instructions.

INTERPRETERS ACCOMMODATION PROCEDURES

Students who use American Sign Language Interpreters must register with the office of disability services and request this accommodation at least 6 weeks in advance of the semester starting in order to ensure adequate interpreter coverage for classes.

Every effort will be made to accommodate student requests for interpreters for other academic-related meetings and appointments (e.g., meeting with an academic advisor). However, at least 48 hours' notice is requested to ensure the office of disability services is able to thoroughly inquire with local Interpreters about their availability.

Interpreter services needed to access a University-related activity or program (other than academic related needs) should be requested through the organizer of the activity or program as far in advance as possible.

Student Classroom Responsibilities:

- ➔ Students must contact the office of disability services at least 24 hours in advance if the student knows that they are going to miss class.
- ➔ Students must arrive within the first 15 minutes of class (for classes under 90 minutes) or within the first 30 minutes of class (for classes over 90 minutes), or the Interpreter will leave and the student will be assessed a "no-show".
- ➔ If the student accumulates more than 3 "no-shows" or fails to notify the office of disability services of impending absences, the provision of interpreters will be suspended until the student meets with the office of disability services to discuss his/her situation.

EQUIPMENT ON LOAN PROCEDURES

The office of disability services has various equipment to loan out to students for their educational use. Equipment is available only to students with disabilities who are registered with the office of disability services. The office of disability services does not guarantee equipment to loan all students but maintains a small inventory that is loaned on a first come first serve basis.

Requesting Equipment:

- ☑ All equipment and other items are loaned on a first come first serve basis. The office of disability services does not “reserve” items for students.
- ☑ Students who wish to take equipment on loan must check out the equipment in person.
- ☑ Students who check out equipment must sign a loan agreement agreeing to return equipment in good working order or the student’s account will be charged for replacement cost.
- ☑ Students must return all loaned equipment by the end of each semester. The office of disability services asks that all equipment be returned by the last day of final exams.
- ☑ An office staff member must be present when students return equipment and mark the equipment as returned. Students are held accountable for any equipment left abandoned anywhere on campus including the outer waiting room of the office of disability services. Equipment is not considered returned until it is personally given to a staff member and checked as returned on the equipment loan agreement.

Types of Equipment Available For Loan

The office of disability services obtains equipment on an ongoing basis. The types of equipment does change but the following are examples.

- ➔ Calculators
- ➔ DAISY players
- ➔ MP3 players
- ➔ Intel Readers
- ➔ Smart pens
- ➔ Digital Recorders
- ➔ Assistive Listening Devices
- ➔ Hand held magnifiers
- ➔ Digital magnifier
- ➔ Color transparency rulers
- ➔ Large print keyboards

Section Five: University Policies

- Compliance Statement
- Grievance Procedures
- Academic Polices
- Student Code of Conduct
- FERPA

DISABILITY SERVICES COMPLIANCE STATEMENT

The policy of ASU-Beebe is to comply with federal and state disability legislation. Reasonable accommodations will be made in policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities. The Coordinator of Disability Services has been designated as Arkansas State University- Beebe's Coordinator of Services to individuals with disabilities and is the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Coordinator of Disability Services arranges for academic and non-academic support accommodations. The Student Success Center, which houses Disability Services, is located in the Student Center, Room 202. The telephone number is (501) 882-8906. The Coordinator of Disability Services is also the individual to whom concerns about physical access to facilities should be addressed. The University makes every effort to offer equal educational opportunities for all students and is committed to improving the total university experience for students with disabilities. Students with disabilities who believe they may need academic or non-academic accommodations are encouraged to contact the Coordinator of Disability Services as soon as they make the decision to enroll at ASU-Beebe before the start of the semester. Information regarding the disability for which modifications or adjustments are being requested will be required. Adjustments and/or modifications are based on the documented needs of each student and are made to academic programs, services, and policies when these modifications/adjustments do not impinge upon the essential elements of the program. Accommodations must be reauthorized each semester. Services may be provided by ASU-Beebe, or coordinated with an appropriate state, federal or private agency.

DISABILITY GRIEVANCE PROCEDURE

ADA/504 Policy Statement

ASU-Beebe is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and as amended in 2008 and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

ADA/504 Grievance Procedures

Any otherwise qualified person with a disability who has a complaint about the way faculty or staff have responded to his/her accommodation requests are asked to please contact the coordinator of disability services/ADA coordinator. Complaints should be made in writing to the coordinator of disability services within 30 calendar days of the incident. Should the complaint be against the coordinator of disability services/ADA coordinator, then the complaint should be made in writing to one of the Title IX compliance officers. The coordinator will assist the person to work on a resolution to their complaint, and may engage all parties involved in the concern. The coordinator will notify the student by letter within 15 calendar days of the resolution to the complaint. If the complaint cannot be resolved following the Disability Grievance Procedures, the person will then follow the formal grievance procedures set forth in the student handbook.

ADA/Section 504 Coordinator
Coordinator for Disability Services
Tisha L. Marzewski

202D Student Center
PO Box 1000
Beebe, AR 72012
501.882.8906
tmarzewski@asub.edu

TITLE IX COORDINATORS

Title IX Coordinator

Arch Jones
 Director of Student Center/Activities
 100A Student Center
 501-882-4491
 ahjones@asub.edu

Deputy Title IX Coordinator

Susan Collie
 Director of Human Resources
 106 Orange Street
 501.882.8967
 sacollie@asub.edu

Deputy Title IX Coordinator

David Mayes
 Dean of Students
 205 State Hall
 501.882.8986
 dmmayes@asub.edu

Students have the right to file a formal complaint with the Office for Civil Rights
 OCR Dallas Office, U.S. Department of Education, Dallas, TX 75201, PH: 214.661.9600, OCR.Dallas@ed.gov

ACADEMIC POLICIES OF THE UNIVERSITY

All students are to adhere to the academic policies set forth by the university. The academic policies are published in the University Catalog, the Student Handbook, and on the university website.

STUDENT CODE OF CONDUCT OF THE UNIVERSITY

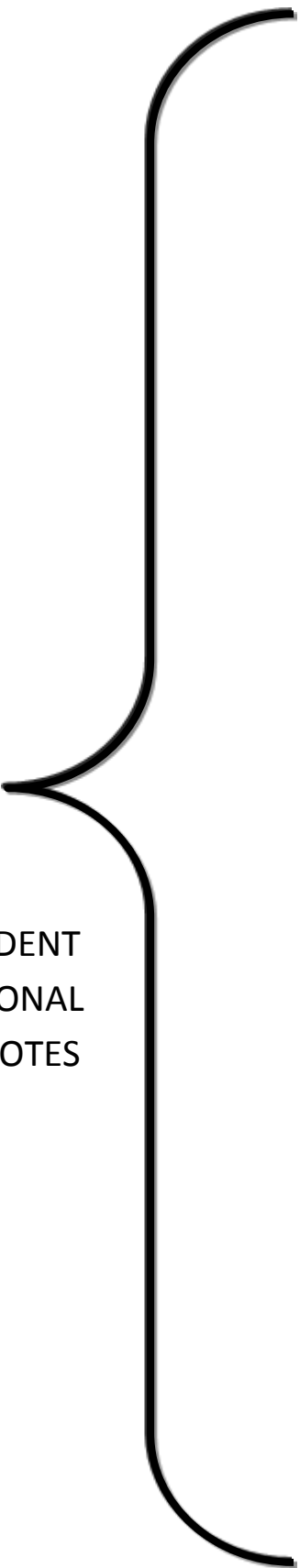
All students are to adhere to the code of conduct set forth by the university. The code of conduct is published in the Student Handbook and on the university website.

EDUCATIONAL RECORDS PRIVACY

All student records are protected by the policies set forth by The Family Educational Rights and Privacy Act (FERPA). Information regarding FERPA can be found in the Student Handbook, the Registrar's Office, and on the University Website.

UNIVERSITY WEBSITE

www.asub.edu



STUDENT
PERSONAL
NOTES