



ASUB Standard Operating Procedure – 7601

Standard Operating Procedure Synopsis

Title: **DISABILITY SERVICES - ACCOMMODATIONS**

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Annual Review Date: March

Responsible Officer (RO): Vice Chancellor for Student Services

Standard Operating Procedures Manager (PM): Coordinator of Disability Services

A. Purpose and Scope

The Office of Disability Services registers students with disabilities for academic and non-academic accommodations to ensure equal access in their educational pursuits.

B. Definitions

New Student - A new student to accommodations is a student who has never been approved for accommodations at Arkansas State University-Beebe or a student who has not used approved accommodations in the last five years at ASU-Beebe.

Continuing Student – A student who has been approved for accommodations by the Office of Disability Services in the last five years is considered a continuing student.

Accommodation Notice – The official document that lists the student’s approved accommodations for the current semester/term created by the Office of Disability Services.

Calendly - Online appointment software app.

C. Procedures

Accommodation Process: New Student

1. Student completes and turns in the “Request for Accommodations” form to the Office of Disability Services. The request for accommodations form is available on the ASU-Beebe website and is completed and submitted online. A paper copy can be requested from the office if needed.
2. Student must provide documentation information regarding the student’s disability. Documentation should be emailed to the Office of Disability Services or may be dropped off in person to one of the office locations: Beebe-McKay Student Center, Office of Disability Services, Searcy-Main Building, disability liaison or Heber Springs-Student Services/admin building, disability liaison. Documentation might be a letter from a doctor or therapist, a testing report from a specialist, IEP/504 Plan from high school, or another disability-type document.
3. Student meets with the Office of Disability Services and develops the accommodation notice for the semester. The accommodation notice is the official document that lists the student’s approved accommodations for the current semester/term. Appointments are available via telephone, video conferencing, or in person. Appointments are scheduled by calling the Office of Disability Services or using the online scheduling app, Calendly.
4. The Office of Disability Services emails the accommodation notice to the instructor and the student for each course the student is registered for the current semester/term. Accommodations start at the point of the email notification to the instructors.
5. Student works out details of each accommodation with each instructor to confirm all arrangements are in place for the semester for all courses. The Office of Disability Services assists as needed.

Accommodation Process: Continuing Student

1. Student completes and turns in the “Request to Continue Accommodations” form to the Office of Disability Services to indicate the student’s decision to use approved accommodations for the semester/term. The request to continue accommodations form is available on the ASU-Beebe website and is completed and submitted online. A paper copy can be requested from the office if needed.
2. Accommodation notices are prepared for students who have turned in their “Request to Continue Accommodations” form. The Office of Disability Services emails the prepared accommodation notice to each of the student’s instructors and the student. For requests to continue accommodations received prior to the beginning of the semester/term date, the Office of Disability Services will email the accommodation notice to the student’s instructors and the student on the first day of the

semester/term. Requests to continue accommodations received after the beginning of the semester/term, the Office of Disability Services will email the accommodations notice to the student's instructors and the student within two business days after receipt of the request.

3. Student works out the details of each accommodation with each instructor to confirm all arrangements are in place for the semester/term. The Office of Disability Services is available to assist as needed.

Accommodation Process: Instructors

1. Upon receipt of an accommodation notice, the instructor will confirm the receipt of the approved accommodations with the student and the Office of Disability Services within five business days of notice via email.
 2. Instructors should communicate with the student about the approved accommodations and provide details to how the accommodations will be provided. Arrangements should be communicated in writing to the student, copying disabilityoffice@asub.edu. The Office of Disability Services can assist instructors and students, if needed in this conversation.
- Instructors are the subject matter experts for their respective course and work directly with the student in their instructional setting, as such, instructors may be able to provide valuable feedback to the Office of Disability Services about approved accommodations for a particular student or class. If an instructor has questions or concerns regarding an approved accommodation, they shall contact the Office of Disability Services for assistance. In compliance with federal regulations, the Office of Disability Services must approve all accommodations.
 - If an instructor feels an approved accommodation is unreasonable, they may appeal to the dean of students. The instructor should attempt to resolve their concerns with the Office of Disability Services directly before including the dean of students.

Accommodation Process: Student Services

1. Upon receipt of an accommodation notice, the director/coordinator will confirm the receipt of the approved accommodations with the student and the Office of Disability Services within five business days of notice via email.
 2. The director/coordinator should communicate with the student about the approved accommodations and provide details to how the accommodations will be provided. Final mutually agreed arrangement shall be communicated in writing with the student, copying disabilityoffice@asub.edu. The Office of Disability Services can assist directors/coordinators and students, if needed in this conversation.
- Directors/coordinators are the subject matter experts for their respective service and work directly with the student in their programmatic setting, as such, directors/coordinators

may be able to provide valuable feedback to the Office of Disability Services about approved accommodations for a particular student or service. If a director/coordinator has questions or concerns regarding an approved accommodation, they shall contact the Office of Disability Services for assistance. In compliance with federal regulations, the Office of Disability Services must approve all accommodations.

- If a director/coordinator feels that the approved accommodation is unreasonable, they may appeal to the dean of students. The director/coordinator should attempt to resolve their concerns with the Office of Disability Services directly before including the dean of students.

D. Related Information

[Disability Services Webpage with Checklists](#)

[New Student Accommodation Request Form](#)

[Request to Continue Accommodations Form](#)

[New Student Accommodation Request Newsletter](#)