

Admission to ARKANSAS BAPTIST COLLEGE (ABC)

POLICY

Individuals with disabilities enter the College through the established admissions procedures that are required of all applicants. Neither the nature nor the severity of one's disability is used as a criterion for admission. An applicant's admission is based solely on academic qualifications.

PROCEDURE

ODS is available to meet with students to discuss the need for accommodation upon enrollment at ARKANSAS BAPTIST COLLEGE (ABC). Please call (501) 749-1911 to schedule an appointment.

Prior to Arriving at ARKANSAS BAPTIST COLLEGE (ABC)

POLICY

Prior planning is critical to a smooth transition and adaptation to ARKANSAS BAPTIST COLLEGE (ABC). Accommodation planning should begin prior to the student's arrival on campus.

PROCEDURE

New Student and Transfer Orientation who are requesting services should look at the following web sites to gain further knowledge concerning disabilities, accommodations and how they apply to the college setting. Students and parents are also encouraged to read the documents Differences between High School and College Disability Services and Students with Disabilities Preparing for Post Secondary Education. These may be found at the [ODS website](#).

Qualifying for Services

POLICY

Students requesting disability accommodations from The College must self identify to ODS. Students are required to submit current documentation of their disability to the department prior to the implementation of services. Students requesting accommodations from The College must have a disability as defined by section 504 of the Rehabilitation Act and the Americans with Disabilities Act. In cases where documentation is deemed insufficient, the student may be required to provide additional documentation. Students must also complete and submit the "[Voluntary Disability Disclosure](#)" form which is located at the ODS website, or the form may be obtained directly from ODS. The College reserves the right to consult with college professionals in reviewing and assessing documentation when it is necessary for approving accommodations.

PROCEDURE

A student who has decided to attend ARKANSAS BAPTIST COLLEGE (ABC) should contact his/her doctor or diagnostician for a copy of their disability documentation.

In most cases, acceptable reports come from psychologists, psychiatrists, audiologists, speech therapists and physicians.

Disability documentation and the “Voluntary Disability Disclosure” form must be submitted to ODS for review prior to approval for accommodations.

Record Maintenance and Correspondence

POLICY

Records for students with disabilities are maintained in the ODS office until 5 years after the last semester of enrollment. Documents that relate to the student’s disability are not a part of the academic record in the Registrar’s Office. Disability documentation and release of information is governed by the Family Educational Rights and Privacy Act (FERPA). An explanation of [FERPA and policies governing release of records](#) may be accessed at The Registrar’s Office. The ODS maintains a secure computer database.

Correspondence to students registered with ODS will generally be by electronic mail. Students are responsible for checking their college assigned e-mail accounts for access to announcements.

PROCEDURE

Upon completion of the “Voluntary Disability Disclosure” and registration with ODS, students may detail their wishes regarding the release of information.

Students are responsible for checking their e-mail accounts for announcements regarding upcoming events as well as registration deadlines.

Academic Accommodations

When appropriate, academic accommodations will be made. It is generally considered non-discriminatory to adhere to academic standards that are essential to a course of study (i.e.: setting a grade point average requirement for admission to a particular program). Requests for academic accommodations must be made in a timely manner. All requests for services should be made directly to ODS. Academic adjustments must be supported by the documentation and may include the following:

Faculty Notification

POLICY

Faculty notification is initiated by the student, and disclosure of the disability is at the discretion of the student. Faculty will not be notified by ODS that they have a student with a disability in the classroom.

PROCEDURE

Students should attend class and receive the syllabi and course documents for each course for which they have registered.

Early in the semester, after receiving the syllabi and course documents for each class, students should make an appointment with an ODS counselor.

Students should bring the syllabi and course documents to their appointment at the ODS. Letters to

faculty will be written by the counselor and the student and will only be written with student input and signature.

It is the student's responsibility to deliver faculty notification letters to those faculty members to whom they wish to disclose their disability and need for accommodations.

Upon delivery of the faculty notification letter, students should ensure that each faculty member signs the "Acknowledgement of Class Modifications" form. This form is available in the ODS and will be given to each student when faculty notification letters are written.

Once the student has delivered all faculty notification letters the completed "Acknowledgement of Class Modifications" form should be turned in to ODS. This form informs ODS of those faculty members to whom the student has chosen to disclose a disability.

Registration

POLICY

ODS makes every effort to secure priority scheduling of students with disabilities who are approved for early registration. Students are approved based on their need for The College to make advance preparations. Priority registration is determined on a case-by-case basis and is based on demonstrated need. Course prerequisites are the responsibility of the student. ODS does not have the authority to "special add" students into restricted classes. The student's desired schedule and choice of faculty member are not guaranteed by ODS.

PROCEDURE

During the fall and spring semesters, all students have the opportunity online to participate in the registration process for their next semester's classes.

It is the student's responsibility to make an appointment with their advisor well before registration opens to get approval of their course schedule.

Students should ensure their advisor signs the registration form and provides them with their current advising code.

Students approved for priority registration should make an appointment with ODS so that their advising forms may be reviewed for priority registration. Students should ensure that they have their personal advising codes and course schedule with them when they come to ODS.

After a student has met with an ODS counselor it is necessary for them to visit the Registrar's Office to complete the registration process.

The ODS does not have the capability to register students for classes.

Testing Accommodations

POLICY

Initiating the testing accommodation procedure is the responsibility of the student. Testing accommodations may include extended time, scribe, computer for written exams, use of a spell checking device, calculator, readers, and accessible test formats such as Braille and enlarged print. Unless there is a time conflict, tests will be scheduled at the same time as the rest of the class. A student who misses a test or exam scheduled with ODS will be required to notify the faculty member.

ODS is not able to reschedule exams. Rescheduling of exams is the responsibility of, and should be initiated by, the student in consultation with the faculty member, and a faculty member must approve the rescheduling. A student who is late for a scheduled exam must finish the test in the time remaining (extended time will be calculated from the scheduled time of the test, not the time of arrival). Final exams will only be rescheduled in accordance with college policy.

PROCEDURE

Students should complete part I of the "Testing Accommodations Request." These forms are located in the ODS and at the ODS website (www.Arkansas Baptist College.edu).

Students should have their professor complete part II of the "Testing Accommodations Request." The form must be signed by the professor of the class for which the student is requesting testing accommodations.

The ODS can only proctor tests for classes in which the student has chosen to disclose a disability. Disclosure of the disability, and the faculty member's acknowledgement of the need for accommodations will be verified in the ODS by reviewing the faculty member's signature on the "Acknowledgement of Class Modifications" form (see item 1, Faculty Notification Procedure, above). The "Acknowledgement of Class Modifications" form, signed by the faculty member, must be turned in to the ODS before tests can be proctored.

"Testing Accommodations Request" forms must be received in the ODS no less than 48 business hours prior to the test or exam.

Requests for accommodations on final exams must be received in the ODS no less than five working days prior to the exam day.

Students may take into the testing area only those materials that the professor deems appropriate. These materials should be listed by the professor in the space provided on the "Testing Accommodations Request" form.

The following items should be left outside of the testing area during tests and exams: all electronic devices not specifically approved by the professor on the "Testing Accommodations Request" form, cell phones, pagers, planners, book bags, purses, overcoats. These items will be stored securely by ODS staff until completion of the scheduled test or exam.

Classroom Accommodations

POLICY

Classroom accommodations may include: sign language interpretation; assistive listening devices; note taking; use of tape recorder; priority seating and alternative testing. Students receiving in-class support services must attend classes on a regular basis or risk losing those services.

PROCEDURE

Classroom accommodations are made by meeting with ODS to request specific accommodations.

Degree Requirement Modification

POLICY

Students are expected to complete all degree requirements for graduation in their major. The ADA requires that college offer reasonable accommodations to qualified students; however, it does not require the adjustment of standards that would fundamentally alter degree requirements.

PROCEDURE

If a student deems it necessary to request deviation from the prescribed course of study, the student should consult the dean of the college or school, or the chairperson of the department of the student's major. Any deviations from the applicable published degree requirements must have the approval of the appropriate departmental chairperson or school dean and the approval of the Dean of Undergraduate Studies.

Tutoring Services

POLICY

Tutorial services are available to all students at ARKANSAS BAPTIST COLLEGE (ABC) through the tutoring services located in the library. Requests for tutors should be submitted early in the semester to ensure an assignment. Additionally, many academic departments offer tutorials specific to their academic offerings. Personal or private content specific tutoring is considered the financial responsibility of the student.

PROCEDURE

Tutoring may be accessed through either the academic department or the library.

Students should check their syllabi, departmental and/or faculty announcements for published tutorial sessions.

Interpreter Services

POLICY

It is the responsibility of the student requesting interpreting services to provide the office with their schedule immediately after registration. In the event of late registration, every effort will be made to secure accommodations as soon as possible. Any changes to a schedule prior to, or after the start of a semester, should be reported immediately to the Director of Disability Support Services.

Upon request, ODS will provide interpreting services for meetings, plays, movies or other functions sponsored by the College.

It is the responsibility of the student to inform ODS if he/she does not plan to be in class on a given day or if the student plans to miss an event in which they have requested an interpreter. If three consecutive classes and/or events are missed without informing ODS, interpreting services to that class and/or event will be suspended pending a meeting with the Director of Disability Support Services.

It is the responsibility of the student to inform ODS if a class is cancelled. The interpreter(s) will be

reassigned.

Interpreters will wait for 15 minutes for you to arrive for classes and/or events that are 1 to 2 hours in length. Interpreters will wait 30 minutes for classes and/or events that are 3 hours in length or longer. While ODS will consider individual preferences in the assignment of interpreters, it reserves the right to make all interpreter assignments. Interpreter assignments are at the sole discretion of ODS and may be based upon many factors which may include, but may not be limited to, availability, certification, qualification and the appropriateness of the request based on actual or perceived conflicts of interest. Your interpreter is expected to follow the Code of Professional Conduct under which they are classified, as well as to comply with all ODS standards and policies.

PROCEDURE

For events that occur outside of the students' regular class schedule, an Interpreter Request Form should be submitted to the Director no later than one week prior to the event.

Requests for interpreters for final examinations should be submitted no later than two weeks prior to the first day of final exams. Requests received less than one week before the scheduled event will be honored if possible.

Students should check their syllabi at the beginning of the semester for dates when the instructor plans a video and should inquire as to whether or not the videos are closed-captioned. Questions should be referred to the Director Disability Support Services ODS.

Interpreters are only available during exams to facilitate communication between the faculty member and the student. All exam questions should be directed to the faculty member.

When taking an examination, the student has the option to have the interpreter remain or to excuse them. Before dismissing an interpreter students should ensure the instructor does not intend to lecture after the test. Students who are taking a test in a class that is team interpreted, should inform the Director so that interpreters may be released or rescheduled ahead of time.

Note-taking Services

POLICY

Students registered in the ODS may request note-takers for classes. The need for note-takers is determined individually, and is based on documentation and the functional limitations of the student. Note-taking services are provided in two ways and provision is determined individually.

Students may receive volunteer student note-takers from their class. The student receiving services is responsible for identifying a note-taker. Students are encouraged to consult with faculty to ensure they are receiving adequate notes. ODS will provide carbon paper or copying services as needed. Students should not expect to receive notes if he/she does not attend class. The ODS is available to assist students, and to work with faculty in identifying note-takers.

Note-taking services may also be provided by a note-taker who works directly for ODS and is not a student in the class. Note-taking will be provided on a lap-top computer with a disk which will be given to the student at the end of class. If the student fails to bring a disk to class the notes will be saved on the computer and the student may come to ODS to receive a copy at a later time.

It is the responsibility of the student to inform ODS if he/she does not plan on attending class on a given day. If three consecutive classes are missed without informing ODS, note-taking services to that

class will be suspended pending a meeting with the Assistant Director for Deaf and Hard of Hearing Services. It is the responsibility of the student to inform ODS if a class is cancelled. The note-taker may be reassigned. Note-taking services will not be provided when a student does not attend class.

Note-takers employed by the ODS will wait for 15 minutes for the student to arrive for classes that are 1 to 2 hours in length. Note-takers will wait 30 minutes for classes that are 3 hours in length or longer.

PROCEDURE

As early as possible in the semester, make an appointment with an ODS counselor or the Director Disability Support Services to request services.

ODS will determine the appropriateness of note-taking services based on students' individual needs and documented disability.

ODS reserves the right to make all note-taking assignments. Note-taking assignments are at the sole discretion of ODS and may be based upon many factors which include, but are not limited to, availability, qualification, and the appropriateness of the request based on actual or perceived conflicts of interest.

When taking an examination, the note-taker should be excused from the classroom. The note-taker may wait outside the classroom if the instructor plans to lecture after the test.

Note-takers are expected to comply with all ODS standards, policies and procedures.

Requesting Assistive Listening Devices (ALDs)

POLICY

As early as possible in the semester, make an appointment with the Assistant Director for Deaf and Hard of Hearing Services to request an ALD. Hard of Hearing students may check out an ALD for use in the classroom.

PROCEDURE

ALDs may be checked out on a short-term (day/week) or semester basis by making a request to the Director Disability Support Services.

The student is expected to return the ALD in excellent condition and will be responsible for any damages caused while the equipment was in his/her possession.

Taped Text Services

POLICY

The ODS should have the capability to scan books, articles and many reserve materials into the computer so that text may be used or read in conjunction with assistive technology. Text is saved as a MS Word document and can then be made into MP3 files, cut and pasted into NaturalReader or Kurzweil 3000, or read by screen reader software.

Students must purchase the book or text they wish to have scanned. NOTE: In order for text to be scanned from a book, the binding of the book must be removed, making it impossible to re-sell.

The scanning process is done with optical character reader software. If the book or text to be scanned has been written upon or highlighted, the scanner may not recognize some characters. Poor character recognition may also happen with some graphics and pictures.

The ODS will not correct unclear text for scanning. It is the student's responsibility to provide the ODS with "clear" text to ensure accurate scanning.

PROCEDURE

The ODS requires at least one week notice for scanning texts.

If the item to be scanned is a book the student has purchased, it will be necessary for the ODS to remove the binding to complete scanning. Once the binding is removed the book cannot be re-sold. Students are responsible for providing the ODS with CDs or floppy disks with space adequate for recording the requested text.

In some cases recorded text may be obtained from Recordings for the Blind and Dyslexic (RFB&D). Texts ordered through RFB&D have no guarantee on time of delivery. Students are responsible for providing complete publication data when ordering texts from RFB&D. Inquiries concerning available texts may be made to [RFB&D online](#).

Housing Accommodations

POLICY

ARKANSAS BAPTIST COLLEGE (ABC) will consider reasonable housing accommodations for students with disabilities. The deadline for requesting modified housing accommodations is the same as the deadline for the housing application. When the documentation shows that a private room is a necessary method of meeting the housing needs of a student with a disability, ARKANSAS BAPTIST COLLEGE (ABC) will consider exceptions to its general room rate structure unless doing so would result in a fundamental alteration to the housing program. In order for the student with a disability to be approved to receive a private room, he/she must provide sufficient documentation completed by a qualified professional addressing the student's disability and their unique need for special housing accommodations.

PROCEDURE

The student will indicate on the "Voluntary Disability Disclosure" form his/her intent to request housing accommodations and exception to the general room rate structure.

A housing application must be completed and must be on file with the ARKANSAS BAPTIST COLLEGE (ABC) Housing and Residence Life office.

In addition to following documentation requirements for the ODS, students must provide specific documentation from an approved clinician addressing the need for a single room.

Each case will be individually evaluated with respect to the documentation presented and the accommodations requested.

The intent to request housing accommodations that the student includes on the "Voluntary Disability Disclosure" form DOES NOT take the place of the housing application required by ARKANSAS BAPTIST COLLEGE (ABC) Housing and Residence Life.

Barrier Removal

POLICY

Students may not be excluded from a requested course offering, program or activity because it is not

offered in an accessible location. New construction will be planned in accordance with the Americans with Disabilities Act Accessibility Guidelines or the Uniform Federal Accessibility Standards.

PROCEDURE

Any student wishing to address issues regarding physical barriers should meet with ODS. Adaptive Equipment, Auxiliary Aides, Service Animals and Personal Care Attendants

POLICY

Students with disabilities may use the computers in the labs located throughout the campus, many of which are equipped with adaptive software with screen reading and voice activation capabilities. In accordance with State law, service animals assisting students with disabilities are permitted in all facilities of the college. ODS does not provide prescriptive devices, devices of a personal nature or personal attendant care. Any equipment loaned by ODS to a student and not returned will result in a tag being placed on the student's record.

PROCEDURE

Computers located in the student labs, including those with adaptive software, are accessible with the student's college assigned identification number and password.

Assistive listening devices and tape players can be checked out by making an appointment with ODS. Any questions regarding the availability or use of available adaptive equipment should be referred to ODS.

Class Attendance

POLICY

As stated in the undergraduate catalog, students are expected to punctually attend all lecture, laboratory sessions and field experiences in courses for which they are registered. Attendance requirements for each class are at the faculty member's discretion, and absences are generally counted from the first class meeting. Absences because of late registration will not be automatically excused. ODS does not have the authority to excuse students from attending class, nor does the ODS issue official written excuses for absences. ODS can only provide written verification of a disability based on appropriate documentation. This verification may address the legitimacy of, but not necessarily excuse an absence.

PROCEDURE

Should issues regarding class attendance arise, make an appointment with ODS as quickly as possible.

Grievance

POLICY

Any student having a grievance related to a disability is entitled to prompt and equitable resolution of his/her complaint.

PROCEDURE

Grievance Procedures for students registered with the ODS are the same as those outlined for all ARKANSAS BAPTIST COLLEGE (ABC) students. Formal and informal procedures for resolving grievances may be found on the student conduct website under "Policies for Students" (<http://studentconduct.Arkansas Baptist College.edu>).

Initial, informal attempts to resolve grievances in the ODS should be conducted by the end of the academic semester following the semester in which the grievance occurred (e.g. if the incident occurred in the spring semester, an initial attempt at resolution must be completed by the last day of the summer term). Allegations should be communicated orally or in writing to the administrative officer most directly concerned, EXCLUDING the person accused of the improper act. Specifically:

- In the ODS, initial attempts at informal resolution of a grievance may be made to the Director of the Office of Disability Services **(501)244-5137**.
- If equitable resolution of the grievance is not reached through informal discussion, counseling, mediation, agreement of the parties, or administrative action by the Director of the ODS, students may seek resolution through the Assistant Dean of Students (501) 244-5129).
A further informal attempt at resolution may be made to the Dean of Students **(501)244-5129**).
- A final attempt at equitable resolution of a grievance may be sought through the Chief Student Affairs Person on campus **(501) 244-5129**.
- A student who is dissatisfied with the outcome of an informal inquiry conducted in the preceding manner may submit a formal complaint for resolution.

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