



Asbury University

Academic Accessibility Resources

Student Guide to Accommodations

Academic Accessibility Resources (AAR) provides reasonable and appropriate accommodations for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Acts of 2008 (ADAAA).

Students with disabilities are granted eligibility for accommodations on a case-by-case basis. Students with accommodations must complete the same course requirements as all students; accommodations will not interfere with the fundamental objectives of the course.

At the post-secondary level, students who wish to receive academic accommodations must self-identify/report their disability to AAR. The student should contact academicaccessibility@asbury.edu if they want information about services.

If accommodations are granted, it is the student's responsibility to share their accommodations with the professor. AAR will not send (hardcopy or email) the accommodation sheet to the professors.

Confidentiality: Disability information must remain confidential. The entire class should never be informed there is a student with a disability enrolled, except at the request of the student. Any information the student provides the professor is to be used solely and specifically for arranging reasonable accommodations for the course. We ask that students receiving services discuss accommodation needs with professors in the most discrete way possible to protect both professor and the student.

Explanation of Accommodations

Test Accommodations

Test accommodations are arranged in the Center for Academic Excellence (CAE), located in Kinlaw 139.

- Test Accommodations include, but are not limited to the following:
 - Extra time
 - Separate testing environment
 - Enlarged print
 - Computer for essay exams
 - Use of alternative test form when Scantrons are utilized
 - Use of assistive technology to take exams

Policy for Extra testing time accommodations are as follows:

- If the exam is on a Monday, Wednesday, or Friday, 50% extra time will be 1 hour 15 mins and 100% will be 1 hour and 40 minutes.
- If the exam is on a Tuesday or Thursday, 50% extra time will be 1 hour 55 mins and 100% extra time will be 2 hours 30 minutes.
- If a student is late to their scheduled exam they will only be given the remaining time to complete the exam.
- Missed exam times, will not be rescheduled in the CAE unless there are extenuating circumstances.

Procedure for receiving test accommodations:

1. Talk to the professor BEFORE contacting the CAE to schedule a testing time with the professor.
2. If the professor is unable to be the proctor for a particular exam for a student, the student must contact the CAE to schedule a proctor for that exam.
3. Contact the CAE a minimum of 3 academic days (Mon-Fri) before the day the class is taking the test. **Students who request a reader or scribe must make their requests a minimum of 1 week in advance.**
 - If the test is scheduled on a Monday, contact the CAE by Wednesday
 - If the test is scheduled on a Tuesday, contact the CAE by Thursday
 - If the test is scheduled on a Wednesday, contact the CAE by Friday
 - If the test is scheduled on a Thursday, contact the CAE by Monday
4. Fill out a test proctoring request form. Forms can be obtained in the CAE.
5. It is the student's responsibility to schedule the exam in the CAE. We attempt to schedule exams on the day of the exam as close to test time as possible. There are times that our testing space is already reserved at the time a class is taking a test. If this occurs, we will schedule the test at the next available time.
6. Exams are proctored by CAE or AAR staff.

Note Taking

Note-taking accommodations take on many forms that depend up on a student's need.

- If a student has this accommodation, they may request photocopies or emails of your professors' outlines or overheads unless they are already posted on the class's Discovery site.
- If a student has this accommodation, they may record their class. Audio recordings of class lectures may be accomplished through note-taking software, smart pen, digital recorder, smartphone, tablet computer, or similar device. Students are not to share the recordings with others and understand that the recordings are for their use only.
- If a student has an accommodation for a note-taker, AAR and the CAE will work to arrange for a note-taker. Students are still required to take their own notes and need to be aware that in some cases, we are unable to make arrangements to have a peer note-taker.

Assignment Extension

Permission to have extensions **(to be determined by the professor)** on assignments when requested within a reasonable time frame

- If a student has this accommodation, they must request the extension within a reasonable time frame before the assignment due date.
- If a student has this accommodation and fails to complete an assignment by the new deadline, the usual late penalties apply.

Flexibility with Attendance

This accommodation is given to students whose disabilities interfere with their ability to meet regular attendance requirements. Absences exceeding 20% of the scheduled class sessions may result in possible withdrawal from the course.

- The student must follow these steps if they are absent from class due to their disability:
 1. Email the professor before an absence, explaining the circumstances of the absence.
 2. Copy the Director of Academic Accessibility Resources (AAR) (victoria.slocum@asbury.edu) on the email to the professor.
 3. Complete a Flexible Attendance Excuse Request Form in the AAR office.
 4. The Director of AAR will track the number of excused absences used. Non-disability related absences must be approved by the Registrar's Office.
 5. Professors can refuse an absence accommodation only if it interferes with the course objectives (i.e. the course requires extensive in-class participation and/or group work in class).
- The student is responsible for making up any exams, quizzes, or assignments according to the professor's criteria.
- Having flexible attendance does not mean that the student can miss as many classes as they want. The flexible attendance agreement is for disability related absences/chronic medical conditions only. Students are responsible for following the professors' policy regarding absences due to non-disability related issues.
- Professors have distinct attendance requirements and the level of attendance required varies from subject to subject.
- It is in the student's best interest to establish their flexible attendance agreement with each of their professors before the agreement begins (AAR recommends having a meeting with each professor within the first two weeks of school). Accommodations are not retroactive. In other words, the accommodation does not begin until the student has an agreement with their professor on how many classes they can miss.
- The student must meet with their professor to complete the agreement. They must print the Flexible Attendance Agreement and take it with them to the meeting. If they feel comfortable, they can meet with the professor alone, but if not, they can request AAR to attend the meeting with them.
- If a student exceeds the number of negotiated absences or 20% of scheduled class sessions, the academic integrity of the course may be impaired, resulting with possible withdrawal from the course.

Alternative Media/Assistive Technology

Alternative media is used for students who are blind, have low vision, or have a reading, language, or auditory processing disorder.

- The student should talk to the professor about what works best. Many times, a professor already has the document in digital format (Word, PDF) and the student has text-to-speech software that will read document. Text-to-speech software is available in the CAE.
- Students may use speech-to-text software to dictate responses in exams. Speech-to-text software is available in the CAE.
- Students may also need to use a laptop. Laptops are for note-taking and essay exams only. Misuse of technology (i.e. social media, games, etc.) may result in the loss of the accommodation.
- Students may also have magnification devices and other software/devices that support their disability.

Transcribing

If a student is deaf or hard of hearing, they may request an audio transcription of class. Students may also use a closed captioning app during class.

Emergency Procedures

Each student is responsible for their own safety; however, we have advised faculty to be aware of students who may need assistance reaching safety.