

Asbury University

Academic Accessibility Resources



Student Guide to Accommodations

Academic Accessibility 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 Academic Accessibility are granted eligibility for accommodations on a case-by-case basis. Students with Academic Accessibility 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 Academic Accessibility. While a student may self-identify to his or her professor, it is important that the student self-identify to Academic Accessibility. The student should contact academicaccessibility@asbury.edu if s/he wants information about services. **If accommodations are granted, it is the student's responsibility to share their accommodations with the professor. Academic Accessibility 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 from us discuss accommodation needs with professors in the most discrete way possible to protect both professor and the student.

Explanation of Accommodations

1. **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

Policy for Extra testing time accommodations are as follows:

M/W/F	50%	1 hr 15 mins	100%	1 hr 40 mins
T/R	50%	1 hr 55 mins	100%	2 hrs 30 mins

- **If you are late to their scheduled exam you will only be given the remaining time to complete the exam.**
- **Missed exam times, will not be rescheduled in our office unless there are extenuating circumstances.**

Procedure for receiving test accommodations:

1. Talk to your professor BEFORE you contact our office to schedule a testing time.
2. Contact our office a minimum of 3 academic days (Mon-Fri) before the day your class is taking the test. **See chart below.*
3. Complete the test proctoring request form.
4. Contact your professor to let him or her know when you are taking the exam.

If your test is scheduled on a...	Contact us on or before...
MONDAY	The WEDNESDAY before testing day
TUESDAY	The THURSDAY before testing day
WEDNESDAY	The FRIDAY before testing day
THURSDAY	THE MONDAY before testing day
FRIDAY	The TUESDAY before testing day

If the professor is unable to be the proctor for a particular exam for a student, you must contact The Center for Academic Excellence (CAE) to schedule a proctor for that exam.

If you need to use the CAE to take an exam:

- Fill out a test proctoring request form. Forms can be obtained in the Center for Academic Excellence, located in Kinlaw 139. Test proctoring requests MUST be made a minimum of 3 academic days (Mon-Fri) before the test is to be taken. **Students who request a reader/scribe must make their requests a minimum of 1 week in advance.**
- It is your 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.
- Exams are proctored by Academic Accessibility.

If you email your request for proctoring services, email academicaccessibility@asbury.edu.

2. Note Taking

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

- If you have this accommodation, you may request photocopies or emails of your professors' outlines or overheads unless they are already posted on your Discovery class site.
- If you have this accommodation, you may record your class. Audio recordings of class lectures may be accomplished through Note-Taking software, a Smart Pen, digital recorder, iPhone/iPod/iPad, or similar device. Students are not to share the recordings with others and understand that the recordings are for their use only.

- If you have an accommodation for a note-taker, Academic Accessibility 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.

3. Assignment Extension

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

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

4. 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.

- Talk to your professor about what works best. Many times a professor already has the document in e-text, and the student has a screen reader or magnification device that will read an e-text document. We also have screen reading software in the Curriculum Lab (lower level of the library, room 149).
- Students may also need to use a laptop. Laptops are for note-taking and essay exams **ONLY**. Misuse of technology (i.e. facebook, games, etc.) may result in the loss of the accommodation.
- Students may also have magnification devices and other software/devices that support their disability.

5. Flexibility with Attendance

This accommodation is given to students whose disabilities interfere with their ability to meet regular attendance requirements.

- If you have this accommodation, you must also go to the Registrar's office in order to receive an official excuse.
- Follow these steps if you have to be absent from class due to your disability:
 1. Email your professor (preferably before you are absent but at least within 24 hours after being absent) explaining why you were absent.
 2. Copy Academic Accessibility (academicaccessibility@asbury.edu) and the Registrar, Sheryl Voigts (sheryl.voigts@asbury.edu) on the email to your professor.
 3. Go to the Registrar's office to fill out an absence excusal form. **The absence will not be officially excused without this step.*
 4. 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).

- You are responsible for making up any exams, quizzes, or assignments according to the professor's criteria.
- As a student, I understand that having flexible attendance does not mean that I can miss as many classes as I want. The flexible attendance agreement is for disability related absences/chronic medical conditions only. I am responsible for following the professors' policy regarding absences due to non-disability related issues.
- I understand that professors have distinct attendance requirements and the level of attendance required varies from subject to subject
- I understand that it is in my best interest to establish my flexible attendance agreement with each of my professors before the agreement begins (Academic Accessibility recommends having a meeting with each professor within the first two (2) weeks of school). Accommodations are not retroactive. In other words, the accommodation does not begin until I have an agreement with my professor on how many classes I can miss.
- I understand that I must meet with my professor to complete the agreement. Please print the attached agreement and take it with you to the meeting. If I feel comfortable, I can meet with my professor alone, but if not, I can request Academic Accessibility to attend the meeting with me.
- I understand if I exceed the number of negotiated absences the academic integrity of the course may be impaired, resulting with possible withdrawal from the course.

6. Transcribing

If a student is deaf or hard of hearing, he or she may request an audio transcription of class. Currently we do not have captioning; however, YouTube does have a captioning feature.

7. Emergency Procedures

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