

How to Request Accommodations

The following procedures should be followed to ensure that you receive appropriate and reasonable accommodations:

1. As early as possible, preferably within the first two weeks of the semester, you should initiate contact with Student Success to request accommodations. At this time, if you have not already done so, you should provide Student Success with current documentation regarding your disability.
2. You should then schedule a meeting with Student Success to review how the disability substantially limits you and determine what reasonable accommodations would be appropriate for you. Recommendations from documentation and student consultation are used to determine accommodations. The final determination of accommodations rests with the university.
3. Each semester, accommodations are wanted or needed in classes; the student must obtain your Accommodation Letter from the Student Success office for your professors.
4. The Registrar, with your signed approval, will email your professors the approved accommodation memorandum. However, it is the student's responsibility to present the emailed Accommodation memorandum to your professors to ensure receipt, meet with them privately to raise their level of understanding of your strengths and disability, and work out the logistics of providing the approved accommodation. Since the primary relationship in the learning process is with the professor, we strongly encourage you to take the initiative within the first two weeks of the semester or earlier to develop that relationship.
5. If difficulties arise in the actual provision of approved classroom or testing accommodations and you are unsuccessful in resolving those issues with the professor, then you may request assistance from Student Success with securing the approved accommodations. Requests for assistance should be made as soon as any difficulties arise. Student Success will work with the student and the faculty member or department to resolve appropriately.

If you would like additional information about requesting accommodations, please contact Student Success.

Office of Student Success

Differently Abled Services (DSS) Accommodations/Alternative Learning Plan Form

Please complete the form in its entirety for each course for which you are requesting accommodations. Additionally, please be sure to attach your supporting documentation to this form upon submission.

First Name: _____ Last Name: _____

Phone Number: _____

ABC Email Address: _____

Classification:

Freshman

Sophomore

Junior

Senior

Course Number: _____

Course Title: _____

Instructor's Name: _____

Semester: _____



ABC
American Baptist College

Classroom and Test Considerations

Accommodations are provided on a case-by-case basis in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008.

- No accommodations are needed at this time
- Testing in a distraction-free environment
- Recorded lectures
- Extended time on test
- Front row seating
- Calculator
- Clear view of the teacher's face
- Large print test and/or handouts
- Wheelchair accessibility
- Physical assistance
- Oral testing as an alternative to essay when applicable

- Additional clarification of material (during office hours and/or after class)
- Other accommodations (Please describe below)

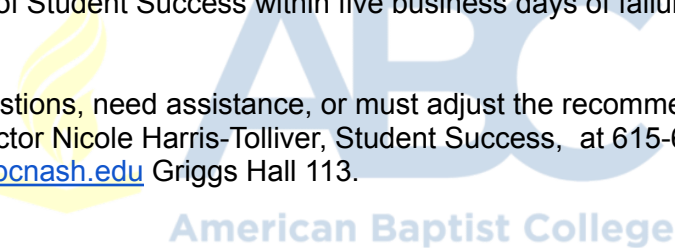
I agree to comply with the accommodations indicated above

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

If the student is not provided the above agreed-upon accommodations, they are responsible for notifying the Office of Student Success within five business days of failure to receive the needed accommodations.

If you have any questions, need assistance, or must adjust the recommended accommodations, please contact Director Nicole Harris-Tolliver, Student Success, at 615-687-6901 or studentsuccess@abcnash.edu Griggs Hall 113.



Confidentiality Statement/Agreement:

The Office of Student Success is responsible for receiving and maintaining disability-related documentation and information for students with disabilities at American Baptist College. All documentation in the student's file is treated confidentially and will not be released to anyone not involved in the accommodation and service-delivery process with the following exceptions: (a) the student gives Student Success a signed release to share; (b) Student Success will not release disability-related information to a student's parents/guardians without a confidentiality release signed by the student. The confidentiality release must be completed and signed in the Student Success Office; (c) Student Success will release information as required or permitted by law. When a student requests accommodations or an alternative learning plan, they understand that some information may be provided on a need-to-know basis to College faculty and staff to help ensure that the student receives appropriate accommodations. Otherwise, College faculty and staff need to know only (1) that the student has been through the differently abled services review process and (2) what accommodations have been approved by Student Success to meet the student's disability-related needs.

Documentation Requirements

Physical Disability High schools provide educational assistance based on the Individuals with Disabilities Education Act (IDEA). IDEA protects the rights of students to be educated with peers. Services in college are provided under the Americans with Disabilities Act (ADA). The ADA simply ensures that students with disabilities have an equal opportunity to receive an education. It is essential to understand that although reasonable academic adjustments can be offered, students no longer accept the total services that an Individualized Education Plan (IEP) provides in high school. To qualify for services under the ADA, students must provide documentation of a disability that substantially limits one or more major life activities. Services cannot begin until the required documentation is received and reviewed. American Baptist College's documentation requirements for physical disabilities are detailed below.

Documentation requirements:

- I. A **qualified professional** must conduct the evaluation. For a physical disability, the documentation must be from a **licensed physician or specialist qualified to diagnose**.
- II. Information received must be on **official letterhead**, including the licensed professional's name, title, certification/license, mailing address, telephone number, and the professional's **manual signature**. Prescription pad reports are not acceptable.
- III. Documentation should be current.
 - Completed or re-evaluated within three years, preferably no more than six months old.
- IV. Documentation should be in narrative form and needs to include:
 - Specific diagnosis
 - Date of the diagnosis
 - Last clinical contact
 - Current medications and/or other treatments for the condition
 - A brief description of the procedures (e.g. clinical/diagnostic interview, diagnostic tests, etc.) that were used to assess/diagnose the medical condition and rule out other explanations
 - Estimated effectiveness of treatment in lessening the impact of the disability
 - Please indicate whether the condition is permanent or temporary. If temporary, please provide a prognosis
 - A description of the current severity of the medical condition and functional limitations
 - Descriptions of the effect of the disability in the educational setting.
 - Attach any additional information you feel is relevant in determining accommodations for this student.
 - Specific recommendations for realistic academic adjustments that can reasonably be provided by postsecondary educational institutions will be considered.

NOTE: An Individualized Education Plan (IEP) or a 504 Plan may be included for the purpose of supplying additional information; however, they are insufficient in and of themselves. Additional information may be requested to determine the appropriate reasonable accommodation for the student.

CONFIDENTIALITY: The Office of Student Success will adhere to the College's policy regarding the release of information concerning student records. This office will not release any information, including personal information, or any part of the requested documentation without the candidate's informed consent unless compelled by a legal process of subpoena.

Accommodation Responsibility

I understand that in order to renew my accommodations, it is my responsibility to notify the Office of Student Success each semester. Once my accommodations/alternative learning plan has been renewed/approved for the semester, it is my responsibility to speak with my instructor every semester to ensure that the instructor has received it, which is sent via email from the Registrar. If, for some reason, the instructor did not receive the email, it is my responsibility to notify the Office of Student Success.

In addition, I will need to schedule a confidential meeting with my instructor to discuss the facilitation of my accommodations/alternative learning plan. If at any time I wish to revoke any portion of my accommodation, I understand that it is my responsibility to obtain and complete the accommodations waiver form from Student Success. I understand that at no time am I required to reveal my diagnosis to any instructor. If an instructor asks me about my differently-abled diagnosis or prognosis, I can direct the instructor to contact the Office of Student Success. The Office of Student Success will only reveal ways that the instructor can assist in facilitating the accommodations

Student Name: _____

Student Signature: _____

Date: _____

