



**Arkansas State University-Newport  
Center for Educational Access  
Operational Procedures Handbook**

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# Section 1: The Center for Educational Access

## Mission Statement

In conjunction with the overall mission of Arkansas State University-Newport, the Center for Educational Access facilitates equal access and opportunity for students with disabilities. We believe that disability is an aspect of diversity that is integral to our society and to our ASUN community. We strive to consult and collaborate with faculty and student to provide services that are in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).

## Equal Access

Arkansas State University-Newport assures protection from discrimination and provides auxiliary aids and services to qualified students in all academic programs and university activities. It is the responsibility of all staff, faculty, and students to adhere to the philosophy of equal access to opportunities in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).

## Definitions

(A) Section 202 of the 1990 Americans with Disabilities Act states: "No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, or be denied the benefits of, the services, programs or activities of any public entity, or be subject to discrimination by any such entity.

(B) Section 504 of the Rehabilitation Act states: "No otherwise qualified, person with a disability in the United States shall, solely by reasons of his [or her] disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

(C) "Auxiliary aids and services" in college programs and services, are modifications of those programs, policies, practices and procedures that enable qualified students with a disability to have an equal opportunity to benefit from, and have access to, college programs and services.

(D) A "qualified student with a disability" is one who, with or without auxiliary aids and services, meets the academic or technical standards required for admission to, participation in, and/or fulfilling the essential requirements of college programs or activities.

(E) A "student with a disability" is a student who (1) has a physical, mental or sensory impairment that substantially limits one or more of his/her major life activities; (2) has a history or record of such an impairment or; (3) is perceived to have such an impairment and has been subject to discrimination or harassment as a result of that perception.

Note: The term "reasonable accommodations" may be more familiar than is "auxiliary aids and services." While the former applies to employment policy, the terms are often interchangeable.

## Rights and Responsibilities of Students and Arkansas State University-Newport

Students with Disabilities at Arkansas State University-Newport have the RIGHT to:

- Equal opportunity to learn and participate in the programs, activities, services and facilities of the University through the provision of reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- Confidentiality of information regarding their disability, except as disclosure is necessary to acquire accommodations, facilitate services and/or is required by law.
- Accessible formats of information and means of communication.
- File a complaint, in accordance with University Policies Section 504/ADA Grievance Procedures if they believe they have been subjected to discrimination on the basis of disability or have been denied access or accommodations as required by law.

Students with Disabilities at Arkansas State University-Newport have the RESPONSIBILITY to:

- Meet and maintain essential qualifications and standards for ASU-Newport courses, programs, services, and activities.
- Follow published procedures for obtaining reasonable accommodations at ASU-Newport.  
Provide comprehensive documentation that details the manner in which their disability may impact their participation in programs and activities of ASU-Newport, and that supports each accommodation request.

Arkansas State University-Newport has the RIGHT to:

- Identify essential functions, abilities, skills, knowledge and standards for courses, programs, services, activities and facilities, and to evaluate all students equally on these bases.
- Request and receive, through the Center for Educational Access, current documentation that supports accommodation requests.
- Select among equally effective accommodations which to provide for students, and do so, in a timely manner.
- Refuse an unreasonable accommodation request that imposes a fundamental alteration on a course, program or activity of ASU-Newport.
- Deny a request for an accommodation if documentation does not support the request, or if documentation is not provided.

Arkansas State University-Newport has the RESPONSIBILITY to:

- Provide information to students in accessible formats.
- Provide and facilitate reasonable accommodations for students in courses, programs, services, activities and facilities at ASU-Newport.
- Ensure that programs, services and activities are available and usable in the most integrated and accessible settings possible.
- Maintain appropriate confidentiality of records and communications.

## Learning Outcomes

- **Self-Advocacy:** Students will be able to demonstrate self-advocacy by identifying their specific disability and functional strengths and weaknesses after initial appointment with the Center for Educational Access.
- **Strong Sense of Integrity:** Students will abide by university policies and student codes of conduct.
- **Personal Accountability:** Students will be able to demonstrate personal accountability with the ability to discuss the Letter of Accommodations with faculty and staff.

## Assessment Overview

The following areas are designed to collect data in order to improve services from the Center for Educational Access.

- **Semester Survey:** Continuing students are asked to complete a Likert scale survey to rate their previous semester experience. Data collected pertains to timeliness of requesting accommodations, quality of service from the Center for Educational Access, communication with the Center for Educational Access, interactions with instructors, and accessibility of the campuses.
- **Semester GPA and Cumulative GPA:** The quantitative information from the grade point average is collected to aid in advising students how the use of accommodations impacts their GPA. This information will also be used to evaluate the GPA average of students using accommodations against the GPA average of the university student body.
- **Percentage of Completion:** The qualitative information of percentage of completion is calculated by dividing overall hours earned by overall hours attempted. This information will be used to ensure the student maintains on the path to graduation.
- **Graduation Completion Rate:** Data is collected to determine what percentage of students using accommodations are completing a degree or certificate at the university.

## Section 2: The Accommodations Process

### Registration Process: New Student

#### **Step 1**

Student is admitted to Arkansas State University-Newport.

#### **Step 2**

- Student registers with the Center for Educational Access by completing the Application for Services and return it to [cea@asun.edu](mailto:cea@asun.edu) .
- Submit documentation of disability. Documentation must include a diagnosis and include functional limitations or impacts on major life activities. The documentation should be provided from a qualified professional. (See Section 3 of the CEA Handbook for more information regarding a qualified professional.)

#### **Step 3**

Student schedules a registration appointment to discuss the application and documentation provided. (Call 870-358-8612 or email [cea@asun.edu](mailto:cea@asun.edu) for an appointment.)

#### **Step 4**

Based on information from the student's documentation and interview, the Center for Educational Access determines appropriate reasonable academic accommodations.

#### **Step 5**

The Center for Educational Access notifies the student via ASU-Newport student email when registration is complete and instructs the student to print off a Letter of Academic Accommodations for each instructor. The student then takes each Letter of Academic Accommodations to the appropriate instructor to notify them of reasonable academic accommodation needs for the semester.

#### **Step 6**

If changes to the reasonable academic accommodations are needed, student must schedule an appointment with the Center for Educational Access to formally request the changes. (Call 870-358-8612 or email [cea@asun.edu](mailto:cea@asun.edu) for an appointment.)

#### **Step 7**

Changes in reasonable academic accommodation requests are evaluated by the Center for Educational Access staff and changes in reasonable academic accommodations are made to the Letter of Academic Accommodations (if approved). Student is sent updated Letter of Academic Accommodations and is instructed to print off to notify instructors of accommodation needs.

#### **Step 8**

Student delivers Letter of Academic Accommodations to instructors and meets with instructors to discuss accommodation needs and how they will be implemented. If a student needs the Center for Educational Access to proctor an exam, arrangements must be made five full business days prior to the exam date.

## Registration Process: Returning Student

### **Step 1**

Student needs to request reasonable academic accommodations each semester they are enrolled at ASU-Newport. If an existing registration with the Center for Educational Access has not been completed, the student should complete the registration process. (See [SOP 4004](#) for Registration Steps)

### **Step 2**

If disability has changed, resubmit documentation of disability. Documentation must include a diagnosis and include functional limitations or impacts on major life activities. The documentation should be provided from a qualified professional.

### **Step 3**

Student schedules a registration appointment to discuss the application and documentation provided. (Call 870-358-8612 or email [cea@asun.edu](mailto:cea@asun.edu) for an appointment.)

### **Step 4**

Based on information from the student's documentation and interview, the Center for Educational Access determines appropriate reasonable academic accommodations.

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### **Step 7**

Changes in reasonable academic accommodation requests are evaluated by the Center for Educational Access staff and changes in reasonable academic accommodations are made to the Letter of Academic Accommodations (if approved). Student is sent updated Letter of Academic Accommodations and is instructed to print off to notify instructors of accommodation needs for each class.

### **Step 8**

Student delivers (in-person or via email) Letter of Academic Accommodations to instructors and meets with instructors to discuss accommodation needs and how they will be implemented. If a student needs the Center for Educational Access to proctor an exam, arrangements must be made five full business days prior to the exam date.

## Section 3: Documentation and Notices

### Documentation Guidance

The Center for Educational Access follows guidance published by Association on Higher Education and Disability (AHEAD) to inform the office on the documentation process. Below is general information to help the student understand how documentation of a disability is collected.

#### Documentation of a Disability

- **Information from External or Third-Parties:** information collected from third parties that may include but are not limited to medical educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system.
- **Student's Self-report:** A student's account of his or her experience of disability, barriers, and accommodations utilized in the past.
- **Observation and Interaction:** the impressions and conclusions formed by the Center for Educational Access during interviews and conversations with students.

In general, documentation should be provided by a qualified professional in reference to the condition in question, and should include the following:

- A diagnostic statement and/or full clinical description of the condition.
- A description of any diagnostic methodology used to diagnose the condition.
- A description of current functional limitations or symptoms caused by the condition.
- A description of severity and expected progression or stability of the condition.
- A description of current and past accommodations, services or medications.
- Recommendations for accommodations, adaptive devices, compensatory strategies or other collateral services while the student attends ASUN.

| Disability Category         | Professional Providers to be Consulted   |
|-----------------------------|--|
| <b>ADD, ADHD</b>            | Psychologist/Psychiatrist/Neurologist  |
| <b>Emotional Disability</b> | Psychologist/Psychiatrist/Certified Social Worker                                      |
| <b>Visual Impairment</b>    | Ophthalmologist  |
| <b>Hearing Impairment</b>   | Certified Otologist, Audiologist   |
| <b>Learning Disability</b>  | Psychologist, Neuropsychologist, School Psychologist, Learning Disabilities Specialist |
| <b>Physical Disability</b>  | Medical Doctor   |

## Confidentiality, Storage, and Disposal of Documentation

Documentation of disability is kept in a secured location within the Center for Educational Access, separate from the student's general education college file. The Center for Educational Access retains documentation for five years after the student has stopped attending the college. After five years, the files are destroyed.

## How Accommodations are Determined

The student's self-report, professional observations, and recommendations from a physician, psychologist, or other clinician, are used to determine reasonable accommodations for the student. The Center for Educational Access staff meets with students to discuss reasonable accommodations. Accommodation requests that essentially alter the nature of the curriculum or course learning objective are not considered reasonable under the appropriate federal laws.

## Letters of Accommodations

Letters of Accommodations outline accommodations agreed upon by the student and the Center for Educational Access needed for the current semester.

## Things to Remember

1. The Letter of Accommodations is renewed each semester and may change depending on the student and which classes the student is enrolled for the semester.
2. It is not the role of the Center for Educational Access to provide the instructors with Letter of Accommodation Notices. The student will give each instructor a Letter of Accommodation Notice.
3. Do not delay in delivering the Letter of Accommodations to instructors. Delay in delivery can cause delays in implementation of accommodations. Implementations of accommodations begin the day the student and instructor meet to discuss the Letter of Accommodation. It is important to remember implementation of accommodations are not retroactive.

### **Student's Responsibility to the Letter of Accommodations Notice:**

1. Print off Letter of Accommodations from your ASUN student email. If you do have access to a printer, you can pick up copies from the Center for Educational Access.
2. Make an appointment with each instructor to deliver the Letter of Accommodations and discuss the accommodations outlined in the letter.
3. Letters of Accommodations are not issued automatically. It is the responsibility of the student to reactivate their accommodations each semester they are enrolled.

## Section 4: Disability Service Policies

### Exam Accommodations

Exam Accommodations are provided to students who have been approved through the Center for Educational Access.

#### **Exam Accommodation Responsibilities: Student Responsibilities**

- Students need to schedule exams with the Center for Educational Access at least five full business days in advance of the exam. Schedule exams by emailing [cea@asun.edu](mailto:cea@asun.edu).
- The Center for Educational Access will extend hours to accommodate night classes by appointment only. Appointments need to be made seven days in advance for exams outside of normal business hours.
- Students should arrive on time for their exams. Exams will begin at the scheduled time.
- Student cannot reschedule an exam without the consent of the faculty/instructor.

#### **Exam Accommodation Responsibilities: Faculty/Instructor Responsibilities**

- When possible, instructors should try to accommodate students who only require extra time on exams and/or a low distraction-free testing environment in a space within the department or building in which the class is taking the exam. By being able to take the exam in a similar setting, the student would be able to access the instructor for questions.
- If a student and faculty/instructor choose to have the Center for Educational Access to proctor an exam, the instructor should send the exam five full business days before the exam date.

#### **For Tests Proctored by the Center for Educational Access**

- Instructors have a right to establish exam parameters such as the day and time students are to take exams. The Center for Educational Access will only ask for adjustments when a scheduled exam interferes with the Center for Educational Access operations.
- Any change from the original scheduled test time/date will require expressed written permission to the Center for Educational Access from the instructor.
- Students will not be allowed to leave the testing area for any reason once an exam has begun unless the student requires an accommodation that allows for movement or restroom breaks.
- Students are not allowed to take books, book bags, notes, or any class related material into a testing area unless the Center for Educational Access has received express written permission from the instructor.
- Students are not allowed to bring cell phones or any other type of communication device into the testing area.
- No hats may be worn in the testing area.
- Students who wear clothing with pockets will be asked to empty those pockets in front of an Center for Educational Access staff member before exam administration will begin.

- Test rooms will be regularly monitored by proctors and/or close-circuit video surveillance while students are taking exams. If students are caught in violation of the Academic Integrity policy, the Center for Educational Access will immediately notify the faculty member for instructions on how to proceed.
- The Center for Educational Access staff will not attempt to answer any content-related questions on exams but will attempt to contact the instructor directly with the student's question.

## Note-taker Accommodations

### **Note-taker Accommodations: Student Responsibilities**

- Students who are receiving peer notes are required to attend class. The notes are a supplement to the class, not a substitute for attendance and participation.
- Students who miss class more than three classes without notifying the Center for Educational Access may lose their right to continue to receive peer notes. Note-takers are not obligated to provide notes for classes in which the student has missed.
- Students will use the note for personal study purposes only. The notes are not to be redistributed to other students.
- Students will notify the Center for Educational Access if the note-taker fails to provide notes.

### **Note-taker Accommodations: Note-taker Responsibilities**

- If the student seeking notes wishes to remain anonymous, the note-taker will bring the notes to the Center for Educational Access for the notes to be scanned and emailed to the student.
- If the student seeking notes does not wish to remain anonymous, they make arrangements with the note-taker to obtain a copy of the notes.

### **Note-taker Accommodations: Faculty/Instructor Responsibilities**

- Instructors may request a volunteer from the class to take notes or the instructor can provide material in another appropriate format, such as instructor's lecture notes.
- The instructor will request volunteers without disclosing the identity of the student with the disability to the class.
- Instructor may ask a student who the instructor knows take good notes to volunteer to be a Note-taker.
- If no volunteer can be found to take notes, the instructor should contact the Center for Educational Access immediately. A note-taker may be provided by the Center for Educational Access.

## Audio Recording Accommodations

The Center for Educational Access does have a limited quantity of recorders available for loan and are loaned on a first come first serve basis and do not “reserve” equipment for students. Students who are approved for using an audio recorder in the classroom may also purchase their own recorder.

### **Audio Recording Accommodations: Student Responsibilities**

- Students must not be disruptive in class when using an audio recorder.
- Students must not sell, redistribute, copy, or disclose recorded materials.
- Students must use discretion during class on what material is recorded.

## Alternative Format Accommodations

Students whose disability affects cognitive processing may benefit from alternate format.

Alternative format is available only to students who have registered with the Center for Educational Access and alternative format has been approved by the office.

### **Alternative Format Accommodations: Student Responsibilities**

- Notify the Center for Educational Access as soon as possible of the classes in which alternative text will be used. If students change their class schedule, it is their responsibility to notify the Center for Educational Access of the schedule changes as soon as possible.
- Students must purchase their own textbooks for the classes they are enrolled. Additionally, they must submit proof of purchase for the textbooks before alternative format requests are processed.
- Student will sign a student agreement for alternative texts.

### **Alternative Format Accommodations: Center for Educational Access Responsibilities**

- Requests for alternative textbook are processed in order of receipt by the Center for Educational Access.
- Notification to students that items are ready for pick up is made by email by the Center for Educational Access.

## Interpreter Accommodations

### **Interpreter Accommodations: Student Responsibilities**

Students who use American Sign Language Interpreters must register with the Center for Educational Access. Students are strongly encouraged to request this accommodation as early as possible prior to the start of the semester in order to ensure adequate interpreter coverage for classes.

## **Interpreter Accommodations: Center for Educational Access Responsibilities**

- If students know they will not be in attendance for a class, they must notify the Center for Educational Access at least 24 hours of the scheduled class time.
- Students should arrive within the first 15 minutes of class (for classes under 90 minutes) or within the first 30 minutes of class (for classes over 90 minutes), if they do not the Interpreter will leave and the student will be assessed a "no-show".
- If students accumulate more than 3 "no-shows" or fails to notify the Center for Educational Access of upcoming absences, the accommodation of interpreters may be suspended until the student meets with the Center for Educational Access to discuss his/her situation.

## **Equipment Loan Procedures**

The Center for Educational Access has various equipment to loan out to students for their educational use. Equipment is available only to students with disabilities who are registered with the Center for Educational Access. The Center for Educational Access does not guarantee equipment to loan all students with disabilities but maintains a small inventory that is loaned on a first come first serve basis.

### **Guidelines for Requesting Equipment:**

- All equipment and items are loaned on a first come first serve basis. The Center for Educational Access does not "reserve" items for students.
- Students who wish to take equipment on loan must check the equipment out in person.
- Students who check equipment out must sign a loan agreement to return equipment in  
▪ good working order or the student's account will be charged for replacement cost.
- Students must return all loaned equipment by the end of each semester. The Office of  
▪ Disability Services asks that all equipment be returned by the last day of final exams.

An office staff member must be present when students return equipment to mark the equipment returned. Students are held accountable for any equipment left abandoned anywhere on campus which would include the outer waiting room of the office. Equipment is not considered returned until it is personally given to a staff member and checked as received on the loan agreement.

# Service Animal

## Definition of a Service Animal

- Service animals perform some of the functions and tasks that an individual with a disability cannot perform for him/ herself. "Service animal" is defined in Title III of the ADA regulations (28 C.F.R. § 36.104) as follows: A service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

A service animal can be any breed or size, and the work or tasks performed by a service animal must be directly related to the handler's disability.

Arkansas State University-Newport considers service animals to be an accommodation, and therefore requires any individual who intends to have a service animal on campus on a regular basis have the accommodation of a service animal approved through the Center for Educational Access. Upon registration, the staff will evaluate the disability and recommend any additional accommodations appropriate to documented disability.

## Service Animal: Student Responsibilities

- Attend to the wellbeing and cleanliness of their animal.
- Animals must be under control at all times and not disruptive to others or they may be removed.
- Be responsible for removal of animal waste and maintaining clean conditions.
- Have a plan in place for animal care in the event of an emergency.
- Arrange alternative shelter if the animal has to be removed from campus due to disruptive or unsafe behavior or environmental conditions or if the handler becomes unable to care for the Service Animal.

## Restricted Areas

ASU-Newport may prohibit the use of service animals in certain locations due to health or safety hazards, where service animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. Restricted locations may include, but are not limited to: research laboratories, classrooms with demonstration/research animals present, medical areas, research areas using radioactive materials or lasers, mechanical rooms or custodial closets, workshops with operating machinery, and food preparation areas. The safety of locations will be individually considered by the Center for Educational Access Coordinator, the laboratory director or professor, and ASU-Newport's risk management team when appropriate. If a location is determined to be unsafe for the use of a service animal, alternative reasonable accommodations will be explored and provided as appropriate to ensure the individual equal access to the activity.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Center for Educational Access in making its decision; the Center for Educational

Access will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area.

## Section 5: Academic Support Services

Academic Support Services offers workshops on [mycampus.asun.edu](http://mycampus.asun.edu) under Student Resources. Some of the topics include:

- Academic Support Center Introduction
- Study Skills
- Time Management
- Procrastination
- Note Taking
- Science Study Skills
- Textbook Reading
- Library Research
- Goal Setting
- Basic Skills
- Math Study Skills
- Writing Tips
- Computer Tips
- Stress Management

The Academic Support Center offers online references to assist students in Math, Writing and Study materials for tests. Full-time staff members, as well as tutors and computer programs are available to provide assistance. Students may access Microsoft Office programs to prepare papers, create spreadsheets and work on PowerPoint presentations.

Appointments are not necessary, but computers are available on a first come, first serve basis. The Academic Support Center is open in the Fall and Spring, Monday – Friday, 8am – 4:30pm. Summer hours are Monday-Thursday, 7am – 5:30pm.

## Section 6: University Policies

### ADA/504 Policy Statement

Arkansas State University-Newport is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. ASU-Newport is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and as amended in 2008 and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

### Grievance Procedures

ASU-Newport has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging an action prohibited by the U.S. Department of Justice regulations while implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely due to such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity." Complaints should be addressed to the Vice Chancellor for Student Affairs, coordinator of ADA and 504 compliance efforts using the following guidelines:

1. A complaint should be filed in writing or verbally, contain the name and address of the complainant, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 35 school days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.

# APPENDIX A

## Center for Educational Access Request for Reasonable Academic Accommodations



Current Semester

Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_

Campus Enrolled

Newport \_\_\_\_\_ Marked Tree \_\_\_\_\_ Jonesboro \_\_\_\_\_ Online \_\_\_\_\_

Personal Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Tdd: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

ASUN Email: \_\_\_\_\_@student.asun.edu

Employment Information

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employment Hours Planned Per Week While Enrolled: \_\_\_\_\_ Hours Working Now: \_\_\_\_\_

Parent/Guardian Contact Information

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Information

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Rehabilitation Information

Rehabilitation Counselor: \_\_\_\_\_ Phone: \_\_\_\_\_

About You

State specific disability, how diagnosed, describe problems and symptoms of the condition.

\_\_\_\_\_  
\_\_\_\_\_

How does your disability affect you during studying, taking exams, participating in class, etc.?

\_\_\_\_\_  
\_\_\_\_\_

What reasonable academic accommodations are you seeking?

\_\_\_\_\_  
\_\_\_\_\_

Release of Information

Check below who you give permission to discuss your disability and accommodations.

Instructor(s)  Yes  No

Tutor(s)  Yes  No

Academic Support Center(s)  Yes  No

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

|                                 |       |
|---------------------------------|-------|
| For Office Use Only             |       |
| Date Disability Verified: _____ |       |
| Verified by Whom: _____         | _____ |
| Name                            | Title |

This form can be mailed, emailed, faxed, or presented in person to the following address:

ASU-Newport Marked Tree Campus

PO Box 280  
33500 HWY 63 E.  
Marked Tree, AR 72365  
Phone: (870) 358-8612  
Fax: (870) 358-4117  
Email: [cea@asun.edu](mailto:cea@asun.edu)

# APPENDIX B

## Center for Educational Access Student Agreement for Alternative Texts



Current Semester

Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_

Campus Enrolled

Newport \_\_\_\_\_ Marked Tree \_\_\_\_\_ Jonesboro \_\_\_\_\_ Online \_\_\_\_\_

Personal Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Tdd: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

ASUN Email: \_\_\_\_\_@student.asun.edu

In order to maintain the integrity of the accommodations offered by the Center for Educational Access, the following rules apply to students who are requesting alternative textbooks:

- Student must qualify as having a disability that is covered by 2 U.S.C Section 135a; 46 Stats 1487. Student's disabilities shall be verified by competent authority.
- The student must purchase a copy of the textbook they are requesting in alternative format. Student must present proof of purchase before alternative textbook requests will be processed.
- The student must be enrolled at Arkansas State University at the time of the student's request for alternative formats.
- The student will use the alternative texts solely for his or her own educational purposes.
- The student will not copy or reproduce any of the specialized format texts, nor allow anyone else to do so.
- The student agrees to notify the Center for Educational Access immediately of course schedule alterations.
- The Center for Educational Access may share the student's information to other agencies that provide alternative books to obtain the audio books/e-text for the student.
- Request for alternative texts is recommended to be submitted to the Center for Educational Access as soon as a student registers for classes. Sometimes E-text can take up to six weeks to acquire.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This form can be mailed, emailed, faxed, or presented in person to the following address:

ASU-Newport Marked Tree Campus  
PO Box 280  
33500 HWY 63 E.  
Marked Tree, AR 72365  
Phone: (870) 358-8612  
Fax: (870) 358-4117  
Email: cea@asun.edu

CEA ALTERNATIVE TEXTS 1

# APPENDIX C

## Center for Educational Access Equipment Check out Form



Current Semester

Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_

Campus Enrolled

Newport \_\_\_\_\_ Marked Tree \_\_\_\_\_ Jonesboro \_\_\_\_\_ Online \_\_\_\_\_

Personal Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Tdd: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

ASUN Email: \_\_\_\_\_@student.asun.edu

Equipment Name: \_\_\_\_\_ Serial # \_\_\_\_\_

Date Checked Out \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date Due Back \_\_\_\_\_ Date Returned \_\_\_\_\_

Student is responsible for returning equipment on or before the due date, in the same condition in which it was borrowed. Student will be held liable for any damage or loss of equipment and will be charged by the University for repairs and/or replacement, if damaged resulted from anything other than normal usage. Student records may be flagged to prevent future registrations, obtaining transcripts or other records in the event that equipment is not returned in satisfactory condition and in the period specified on this form.

| CEA Representative | Date | Student | Date |
|--------------------|------|---------|------|
|                    |      |         |      |

| Condition of Equipment | For Office Use Only |      |      |
|------------------------|---------------------|------|------|
|                        | Check Out:          | Good | Fair |
| Check In:              | Good                | Fair | Poor |

Description/Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

