



ASUN Operating Procedure – Registering with Disability Services: Returning Student

Operating Procedure Synopsis

Title: Registering with Disability Services: Returning Student

Approval Date:

Revised: n/a

Responsible Officer: Jacqueline Faulkner

Responsible Operating Procedure Manager: Ashley Buchman

Responsible Department: Retention and Student Success

A. Purpose

This operating procedure is to be utilized by returning ASUN students who are seeking accommodations from the Office of Disability Services.

B. 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.

C. Scope

This procedure is applicable to all ASUN students who wish to obtain accommodations.

D. Statement of Authority

In compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA), 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.

E. Procedures

Step 1

Student needs to request accommodations each semester they are enrolled at ASUN.

Step 2

If needed, due to changes in the disability student submits documentation of disability.

- 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 870-358-8636 or email disabilityservices@asun.edu for an appointment.)

Step 4

Based on information from the student's documentation and interview, the Office of Disability Services determines appropriate accommodations.

Step 5

The Office of Disability Services notifies the student via email when registration is complete and instructs the student to print off a Letter of Accommodations for each instructor. The student then takes each Letter of Accommodations to the appropriate instructor to notify them of accommodation needs for the semester.

Step 6

If changes to accommodations are needed, student must schedule an appointment with the Office of Disability Services to formally request the changes.

Step 7

Changes in accommodation requests are evaluated by the Office of Disability Services staff and changes in accommodations are made. Student is sent updated Letter of Accommodations and is instructed to print off to notify instructors of accommodation needs for each class.

Step 8

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

F. Responsible Officer

Jacqueline Faulkner, Vice Chancellor of Student Affairs

G. Related Information

[Application for Services](#)

[Disability Services Handbook](#)