



---

---

## ASUN Operating Procedure – 4004

---

---

---

### Operating Procedure Synopsis

---

*Title: Registering with Disability Services: New Student*

*Approval Date:*

*Revised: n/a*

*Responsible Officer: Vice Chancellor for Student Affairs*

*Responsible Operating Procedure Manager: Student Success Coordinator-Disability Services Coordinator*

*Responsible Department: Student Affairs*

---

### A. Purpose

---

This operating procedure is to be utilized by new 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 is admitted to Arkansas State University-Newport.

##### **Step 2**

Student registers with disability services.

- Complete the [Application for Services](#) and return it to [disabilityservices@asun.edu](mailto:disabilityservices@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 for more information regarding a qualified professional.)

##### **Step 3**

Student schedules a registration appointment to discuss the application and documentation provided. (Call 870-512-7742 or email [disabilityservices@asun.edu](mailto: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.

### **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**

---

Vice Chancellor of Student Affairs

---

### **G. Related Information**

---

[Application for Services](#)  
[Disability Services Handbook](#)