



ASUN Operating Procedure – 4005

Operating Procedure Synopsis

Title: Registering with the Center for Educational Access, Returning Student

Approval Date/Revision Date(s):

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Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Navigator-Center for Educational Access Coordinator

A. Purpose and Scope

This operating procedure is to be utilized by returning ASU-Newport students who are seeking reasonable academic accommodations from the Center for Educational Access. 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.

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.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

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. Procedures

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 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 870-358-8612 or email 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 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 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. 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.

D. Related Information

Application

https://files.asun.edu/student_affairs/CEA_Application_Reasonable_Accommodations.pdf

Handbook

https://files.asun.edu/student_affairs/CEA_Operational_Procedures_Handbook.pdf