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# **SOUTHEAST ARKANSAS COLLEGE**

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**Office of Disability Services Guide**

1900 HAZEL, PINE BLUFF, ARKANSAS 71603, ODS PHONE: 870-543-5949  
[www.seark.edu](http://www.seark.edu)

## **Welcome**

Southeast Arkansas College (SEARK) is a place where students with disabilities can be successful. Students who utilize the Office of Disability Services (ODS) are some of the most successful students on campus. We are proud of our students and passionate about the ODS mission. The ODS is located in the Student Services Building, Advisement Center, Room 161. Please come by the ODS office for more information.

## **Mission**

The Office of Disability Services (ODS) is committed to providing a variety of support services in compliance with Section 504 of the 1973 Rehabilitation Act, the Americans Disability Act. The goals of ODS are to empower students, foster independence, promote achievement of career and educational goals, and assist students do discover, develop, and demonstrate full potential and abilities. Services are available to any student with a documented learning, physical, mental impairment or psychiatric disability. In addition, ODS provides a variety of assisting services which gives the student with special needs and circumstances an equal opportunity to succeed but does not compromise academic standards.

## **Mandate**

Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990 states that any information regarding a person's disability gained from medical examinations to the appropriate post-admission investigation shall be considered confidential and shall be shared with others within the college or university on a need-to-know basis. In other words, faculty members do not need to have access to information regarding a student's disability, only the needed accommodations that are appropriate and necessary to meet the student's needs. Students should feel free to self-disclose if they feel that it will aid in his or her instructor's understanding of the accommodation(s) requested.

## **Definition of a Disability**

According to the Americans with Disability Act Section 504 defines a person with a disability as:

- Someone with a physical or mental impairment that substantially limits one or more major life activities.
- A person who has a record of the disability.
- Someone who is regarded as having the disability.

## **Eligibility for Disability Services**

According to the Americans with Disability Act, in order to be enrolled with the Office of Disability Services, a person must meet with each aspect of the criteria listed below:

- The person must be regarded as one who has a disability.
- The person must identify themselves to the institution.
- The person must present the institution with documentation regarding their disability. The documentation must reflect the student's need for academic accommodations.

College differs from high school in the way that academic accommodations are provided. When a person with a disability needs an academic accommodation in high school, a team of educators are assigned to that student to discuss classroom instructional accommodations and implementation. This is not the case with colleges and universities.

Legislation states that in order for an individual to receive disability services from a college or university, a person with a disability must first disclose his or her disability to the institution. At SEARK College, the person should disclose this to the Office of Disability Services located in the Student Success Center in the Student Services Building.

## **Accommodations/Auxiliary Aids & Services**

In postsecondary education, classroom accommodations are referred to as academic accommodations. The accommodations available to students are on a case-by-case basis. Some common accommodations are:

- Priority Registration
- Extended Time on Assignments and Examinations
- Consideration for Absences
- Tape Recorded Lectures
- Reader
- Scribe
- Distraction Reduced Environment
- Note Taker

## Communication Facilitators

- Captionist
- Sign Language Interpreters

## Process for enrolling with the Office of Disability Services

1. Make an appointment to meet with the Disability Counselor as early as possible prior to the start of the semester. If requesting accommodations that require time to prepare, such as scheduling a sign language interpreter, request the accommodation with at least two months advance notice.
2. Obtain the appropriate documentation request form for the stated disability that accommodations are being requested which include learning, medical, mental impairment or psychiatric. These forms are located in ODS or they may be downloaded from <http://www.seark.edu/disability-services>. Medical documentation must reflect the student's present level of functioning with respect to the major life activity affected by the disability. Diagnostic information must include specific recommendations as well as the rationale for each. **The cost of obtaining professional documentation is the sole responsibility of the student.**
3. Submit to ODS the documentation request form which has been completed by the appropriate qualified professional.
4. The Disability Counselor will verify eligibility and discuss with the student the recommended accommodation(s).
5. The Disability Counselor and student will identify and agree upon reasonable accommodation(s).
6. The Disability Counselor will complete the student accommodation form which identifies recommended reasonable accommodation(s).
7. The student will assume responsibility for taking the completed student accommodation form to each of the student's instructor(s) to discuss the identified accommodation(s) on the form.
8. The instructor and the student will discuss the requested reasonable accommodations.
9. The instructor will sign the student accommodation form indicating his or her notification to provide reasonable accommodation services. Each instructor will keep a copy of the signed form for his or her records.
10. The student will return the original student accommodation form to ODS after each of the student's instructor(s) have signed the form.
11. The Disability Counselor will keep a signed copy of the documentation request form with the medical documentation information included and the signed student accommodation form in the Disability Counselor's office.

12. Requests to rescind or modify any accommodation(s) must be submitted in writing to the Disability Counselor.
- 13. The accommodation(s) will have to be renewed each semester and are the sole responsibility of the student to request renewal through ODS.**

### **No-Show Policy**

If communication facilitation services (CFS) have been requested, and a student knows he or she will not be able to attend class, it is the responsibility of the student to provide ODS with at least 24 hours advance notice so that CFS can be informed. In some situations, students may not be able to provide a 24 hour notice; however, any advance notice is considered sufficient. Failure to provide any advance notice is considered a no-show.

Failure to provide notice will result in services being automatically suspended and a letter sent to the student informing the student of the policy and appropriate procedures. Services will remain suspended until the student makes an appointment with the Disability Counselor to reinstate accommodation(s).

### **Student's Responsibilities**

The Law upholds student/educational rights; however students are also entrusted with specific responsibilities. Any abuse of services provided by ODS will lead to a cancellation of accommodations. An example of the correct way to use ODS services, is to request a needed academic accommodation, and as it is delivered-use the accommodation to promote one's educational success. An abuse of accommodations includes requesting services but failing to use them.