



Faculty Handbook

Dana Andreassen
Director, Student Disability Services
Flanders 114
479-788-7577
SDS@uafs.edu
Dana.Andreassen@uafs.edu

Preface

The University of Arkansas - Fort Smith makes every effort to offer equal educational opportunities for all students. To ensure a total university experience for individuals with disabilities, UAFS seeks to provide reasonable accommodations and services to students who have physical, emotional, and/or learning disabilities. The underlying philosophy of the program is to provide support, where possible, that will maximize each student's opportunities for academic success.

Federal Law

Two federal laws prohibit colleges and universities from discriminating against students with disabilities. The first is Section 504 of the Rehabilitation Act of 1973 which applies to institutions that receive federal assistance. The second law is the Americans with Disabilities Act (ADA) which prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, transportation, and communications. These laws were not meant to put an undue burden on colleges and universities, but to provide equal opportunity to students with disabilities so that they may access their education.

What is a disability?

Section 504 of the 1973 Rehabilitation Act describes a person with a disability as anyone who (1) has a physical or mental impairment which substantially limits one or more major life activity; (2) has a record of such impairments; or (3) is regarded as having an impairment. Students are required to submit documentation to verify their eligibility for services. The documentation must specify a major life activity (such as walking, eating, writing, or learning) that has been substantially limited by a disability.

Accommodations

Under ADA and 504 law, faculty are required to provide approved accommodations to students who have a disability. Reasonable accommodations are necessary to remove barriers for the student, not modify the curriculum or academic standards the university has put in place.

How are accommodations determined?

Accommodations are individualized and are determined during the interactive process between the student and Student Disability Services. This process takes into consideration several factors including the disability documentation, recommended accommodations, student interview, and previous accommodations received.

What happens if accommodations are not provided?

When the university, or a representative of the university such as a faculty member, refuses to provide a student with approved accommodations, or the student feels they have been subjected to discrimination based on disability, the student may file a formal grievance with the university or file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR).

Notification of Accommodations

If a student has been approved for accommodations, the faculty will receive a Notification of Approved Accommodations email from Student Disability Services. This email will include a copy of the student's Approved Accommodations Summary letter, ADA Test Intake form, and the Notification of Student Declining Accommodations form. It is the faculty's responsibility to read and familiarize themselves with the email and letter. It is the student's responsibility to contact the faculty to discuss and initiate their accommodations. When the student and faculty meet, the faculty will print the Approved Accommodations Summary, which both parties will sign. The faculty will keep the signed copy for their records. For online classes, this discussion can be completed through email. The faculty can choose to send the form to the student to sign and return, or they can write "spoke to student by email on --/--/--" on the student signature line. Please note, accommodations are not retroactive, and this process must be done before accommodations can be implemented for the semester. Do not provide accommodations to a student if they have not met with you and signed the form. Additionally, students are not required to disclose the nature of their disability to faculty, only discuss the accommodations for which they have been approved. If the student chooses to disclose information about their disability, faculty are expected to respect the student's right to privacy and confidentiality.

Possible Accommodations

The following are examples of common reasonable accommodations. Actual accommodations are determined on a case-by-case basis. If faculty have any questions about a particular accommodation, or the accommodations process, they are encouraged to reach out to SDS at 479-788-7577.

Testing Accommodations

- Extended time – 50% or 100%
- Quiet/private location – SDS testing room
- Test reader – Screen-reader or human reader
- Test scribe – speech to text software or human scribe
- Large print
- No scantrons
- No virtual testing – SDS will proctor instead
- Earplugs or noise-canceling headphones
- Hand fidget device
- Calculator – unless the purpose of the exam is to assess skills that can only be measured without the student's use of a calculator
- Spellcheck/dictionary

In-class Accommodations

- Digital voice recorder – student may use a personal recording device, Smart Pen, cell phone, etc. to record lectures
- Lecture notes on file – Electronic or paper copies of PowerPoint slides/overheads provided to students in advance of class
- Large print
- Calculator

- Spellcheck/dictionary
- Hand fidget device
- Computer/electronic device for notetaking
- Sit at front of room/close to door
- Student may step out of class due to disability but will return
- Accessible desk/table/chair
- Student may occasionally miss class due to disability, will notify instructor
- Enlargement software/device
- Handouts in digital format
- Notetaker – another student in class will provide copies of their notes to students, will be arranged by SDS
- Sign language interpreter – arranged by SDS

Other Accommodations

- Electronic books
- Screen-reader
- Speech to text software
- Service animal
- Assisted listening device
- Housing accommodations

Test Proctoring

As a courtesy to faculty, Student Disability Services is happy to provide test proctoring services for students who have testing accommodations that would not be feasible to provide in the regular classroom, such as extended time, quiet/private testing, no virtual testing, test reader or test scribe. Students who want to use their testing accommodations are encouraged to contact Student Disability Services at least one week prior to schedule their test and are required to notify their faculty that they plan to use their testing accommodations at least three days prior to the test. This means that students need to have enough notice of when the test will be administered so they can schedule with the office. Faculty are more than welcome to choose to provide these testing accommodations themselves as long as all testing accommodations are provided.

Online Classes/Tests

- The faculty is responsible for imputing the extended time accommodation into the test platform.
- The student will be responsible for providing their own quiet/private test area.
- Students using test reader, test scribe, or no virtual testing accommodations will need to contact Student Disability Services to schedule a time to come into the office and test.
- If the faculty is using a virtual testing platform, they will need to write in the additional testing accommodations under the student's profile. This includes service animal, hand fidget device, earplugs, etc. If these are not added to the student's profile, they may not be allowed to have them for the test or be flagged for cheating.

In-class Tests

If a student notifies you that they are planning to take their test in Student Disability Services, it is the faculty's responsibility to do the following:

- Fill out the current ADA Test Intake form.
 - This form is sent with the student's accommodation letter.
 - Make sure to completely fill out the form, including your contact information, how long the regular class has for the test, passwords to access the test, and how you want to receive the test back.
- Deliver the form and paper test to Student Disability Services, Flanders 114, by 2:00pm the business day prior to the scheduled test time. If the test is scheduled for Monday, please have the test delivered by Friday at 2:00pm.
 - Faculty may send the test and required Test Intake Form directly to the SDS network printer. Faculty will need to install printer FL11491 to their list of printers and choose this printer when sending.
 - No tests will be accepted by email.
 - The completed Test Intake Form must be included with the test.
 - Tests will still need to be received by 2:00pm the day prior to the test time.
 - For tests that will be administered online but proctored by Student Disability Services, the ADA Test Intake form should be sent directly to the FL11491 printer. **Test Intake forms will no longer be accepted by email.**
- SDS will return the test to the instructor per what is marked on the form. Tests can be picked up in the SDS office or scanned, emailed, and placed in campus mail

Student Declining Accommodations

A student has the right to decline their testing accommodations and test in the regular classroom at any time. They can choose to do this for a single test/quiz, or for the whole semester. When a student chooses to decline their testing accommodations, the faculty is responsible for filling out and having the student sign the Notification of Student Declining Accommodations form. This form is sent with the student's accommodation letter. The faculty will keep the form for their records. Please remember, the student may later request that the accommodations be reinstated.

Service and Assistant Animals

Service Animals

A service animal is a dog, or miniature horse, that is trained to do work or perform tasks for an individual with a disability.

- The service animal is not required to wear a vest, special harness or tag that identifies it as a service animal.
- The service animal must be under the control of its handler.
- Service animals are allowed in ALL public areas.

- Service animals are NOT required to register with Student Disability Services but are encouraged to do so.
- If you are not sure if an animal is a service animal, you are only allowed to ask two questions:
 1. Is the dog required because of a disability?
 2. What work or task has the dog been trained to perform?

Assistance Animals

An assistance animal, often referred to as an emotional support animal, is an animal that provides comfort to an individual with a disability.

- Assistance animals are NOT allowed in university buildings outside of student housing.
- Assistance animals are required to be registered with Student Disability Services and Housing.

Syllabus Statement

Faculty are asked to include a statement about accommodations/disabilities in their syllabus. Below is a sample statement for reference. You are more than welcome to use this statement, use one provided by your department, or create your own. If a student contacts faculty about having a disability or needing accommodations, the faculty is encouraged to share Student Disability Services contact information with the student.

ADA

In compliance with the Americans with Disabilities Act (ADA), UAFS seeks to provide reasonable accommodations and services to students who have documented disabilities. Students who believe they are eligible to declare a disability for the purpose of requesting and receiving accommodations must register with Disability Services in Flanders 114. Students will be required to submit documentation of their disability.

Student Disability Services

Flanders 114

479-788-7577

SDS@uafs.edu or Dana.Andreassen@uafs.edu