

# **THE LEARNING CENTER**

## **DISABILITY SUPPORT SERVICES**

### **STUDENT HANDBOOK**

**CHOWAN UNIVERSITY  
ONE UNIVERSITY PLACE  
MURFREESBORO, NC 27855**

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# ***WELCOME TO CHOWAN UNIVERSITY!***

## ***INTRODUCTION***

### **Mission Statement:**

The mission of The Learning Center is to provide equal access opportunities, including the establishment and coordination of reasonable academic accommodations to qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The Learning Center exercises a good faith effort to coordinate reasonable accommodations to enable students with disabilities to maximize their educational potential.

This handbook is intended to acquaint students with disabilities with the procedures for ensuring access to Chowan University. This handbook will explain the laws that mandate decisions made in The Learning Center, as well as the responsibilities of the Office of Disability Services and of the student. While many procedures are standardized, each individual and disabling condition is unique, and therefore evaluated on a case-by-case basis.

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## ***RESPONSIBILITIES OF CHOWAN UNIVERSITY***

### ***(IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1970)***

The two federal mandates that govern The Learning Center are Title III of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

#### **Americans with Disabilities Act**

The ADA provides comprehensive civil rights protection that prohibits discrimination against individuals with disabilities in the areas of employments, state and local government, public accommodations and services, transportation, and telecommunications. University students with disabilities are covered in Title II of the ADA "...Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by such entity.

#### **Section 504 of the Rehabilitation Act of 1973**

This section provides that "no otherwise qualified handicapped individual in the United States...shall, solely by reason of...handicap, 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." For the purposes of postsecondary education, a qualified handicapped person is one who meets the academic and technical standard requisite to admission or participation in the recipient's education program or activity. Programs and activities that must operate in a nondiscriminatory manner include recruitment, admission, academic programs, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, and transportation.

## ***DIRECTOR OF DISABILITY SERVICES***

The Director of Disability Services determines and coordinates reasonable academic accommodations for courses and programs.

The responsibilities of the Director include, but are not limited to:

- Maintain records that document a disability and the provision of selected accommodations according to the guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Determine with students, appropriate academic accommodations consistent with the student's documentation.
- Provide consultation with faculty, staff, and administrators regarding academic accommodations, compliance with legal responsibilities, as well as instructional, programmatic, physical, and curriculum modifications.
- Provide individualized disability awareness training for campus constituencies (e.g. faculty, staff, administrators)
- Collect student feedback to measure satisfaction with disability services.
- Collect data to monitor use of disability services and report program evaluation data to administrators.

**The extent of services is determined on a case-by-case basis. Chowan University is under no obligation to provide accommodations unless students have fulfilled their obligation in the process.**

# ***REGISTRATION & ACCOMMODATION POLICY***

## **Eligibility for Services:**

To receive accommodations, you must:

1. **Self-identify with Dr. Carolyn Modlin, the Director of The Learning Center.**
2. **Request accommodations each semester, prior to the beginning of the semester.**
3. **Discuss accommodations with Dr. Modlin and review recommended accommodations.**
4. **Pick up accommodation letters to deliver to your professors by the end of the second week of class.**
5. **Return signature page with the signature of professors who have received accommodation letters.**
6. **Meet with each professor to whom you give an accommodation letter.**

## **1. How to register with The Learning Center:**

- **Provide current and comprehensive documentation** to The Learning Center of a disability (ADHD, physical, psychological, cognitive) that requires accommodations. Specific documentation guidelines categorized by disability can be accessed and printed from our website or requested by contacting Dr. Carolyn Modlin, Director of Disability Services, Chowan University, One University Place, Murfreesboro, NC 27855, at (252) 398-6362 or at modlic@chowan.edu.
- Your documentation will be reviewed and you may be asked to submit additional documentation. An Individual Education Plan (IEP) from a previous school may not be considered adequate documentation. All testing information must be current (within the past three years). It is your responsibility to obtain additional information or testing when requested. A prior history of accommodations, without demonstration of current need, does not, in and of itself, warrant the provision of a like accommodation.
- Contact Dr. Modlin at 252-398-6362 to schedule an appointment to discuss and determine reasonable accommodations.

## **Determining Reasonable Accommodations**

**A reasonable accommodation is a modification or adjustment to a course, service, activity, or facility that enables equal access to programs and services to otherwise qualified students with disabilities. In turn, equal opportunity refers to the opportunity to attain equal benefits and privileges on a par to similar students without a disability. The Learning Center establishes the final determination of reasonable accommodations.**

## **2. Requesting Accommodations and Services Each Semester**

After you have registered with this office, you will need to request accommodations and services prior to the beginning of each semester that you plan to utilize them.

Procedures for requesting accommodations and services each semester are as follows:

- a) Schedule your classes as soon as possible.
- b) Provide a copy of your proposed schedule to The Learning Center
- c) Complete and submit the Accommodation Request Form. Attach a copy of your schedule to the request form available on the website or in The Learning Center, CCH 112.  
\*Note: If you request note takers or alternative format (e.g. taped text, CD, etc.) clearly mark in which classes you are requesting this accommodation.
- d) Documentation must be made available to justify reasonable accommodations.

**Deadlines:** Most accommodations have deadlines in order to have sufficient time to coordinate your services. Please check with The Learning Center for specific deadlines.

**Schedule Changes:** If you change your schedule, it is your responsibility to fill out a new Accommodation Request form. We are unable to process requests for added classes or schedule changes unless you notify us.

### **3. Picking Up and Delivering Accommodation Letters/Meeting with Professors**

- a) Pick up your accommodation letters from The Learning Center, CCH 121 and review them.
- b) **It is recommended that you provide your accommodation letters to your professors during the first two weeks of the semester.** It is further recommended that you meet with your professors to determine how the accommodations will be specifically implemented in each course.
- c) You are responsible for having the professor sign the Accommodations Signature Page stating that he/she has received the request for accommodations.
- d) If you will be using the accommodation of extended time and testing in The Learning Center, you will need to discuss this with your professors and schedule tests and exams in the Learning Center prior to testing. **All testing times will be scheduled with Mr. Eddie Bulls. Mr. Bulls' office is located in The Learning Center, Camp Hall 112, 252-398-6567; email: bullse@chowen.edu.**

## ***TEMPORARY ACCOMMODATIONS POLICY***

The Learning Center, CCH 121 at Chowan University provides academic accommodations to students with a disability that reflects a substantial limitation to learning. To ensure the provision of reasonable and appropriate accommodations for our students, this office requires **current and comprehensive documentation of the disability** from the appropriate diagnosing professional. Documentation for a disability must adhere to the specific guidelines, which are available on our website or by request in The Learning Center. Occasionally, there may be individual cases that warrant temporary accommodations for one semester. The temporary accommodations allow for appropriate time, which is defined as one academic semester for the student to obtain the complete documentation to determine eligibility for services. The following are possible reasons that temporary accommodations may be considered:

1. **Incomplete documentation**

When incomplete documentation is submitted to The Learning Center at the beginning of a semester, temporary accommodations may be issued for that semester only. Incomplete documentation is defined as documentation that does not have all required information indicated in the “Documentation Verification” form. The student has the remainder of the semester to provide the missing information from the appropriate professional, which will complete the documentation. Upon receipt of complete documentation by The Learning Center, eligibility for services is determined on a case-by-case basis.

2. **Not meeting current eligibility criteria**

If the documentation does not meet current eligibility, the student is informed that to continue services beyond the immediate semester, a new assessment or further documentation must be submitted to determine eligibility for future services through The Learning Center. Temporary accommodations will be provided for the remainder of the semester in which the inadequate or outdated documentation was identified.

3. **Request for additional accommodation(s)**

Upon request for an additional accommodation, it must be determined if the current documentation supports the new accommodation. If further documentation is needed to support the request for an additional accommodation, a temporary accommodation may be issued for the current semester until The Learning Center receives complete documentation. When the complete documentation has been received and reviewed, the additional accommodation will be evaluated for permanent status.

### **Temporary Medical Conditions**

The Learning Center’s mission is to provide accommodations for students with disabilities; however, when resources are available we will attempt to support students who may experience temporary medical conditions (e.g. broken bones). Possible supports may include the use of a tape recorder in the classroom or a scribe for exams. For temporary mobility impairments, classroom relocation may be an option. Contact The Learning Center for further information.

## ***ACCOMODATIONS & SERVICES***

The following accommodations and services are only available if the specific accommodation is an approved service for you based upon most recent documentation by a qualified professional. Please refer to your *current* semester's accommodation letter to verify the services for which you are eligible.

### **Testing Accommodations**

Testing accommodations may include extended time, distraction reduced space for testing, Kurzweil Reader, and use of computer lab setting for testing.

If you qualify for testing accommodations, you may . . .

1. Take the exam with the class.
2. Take the exam with appropriate accommodations, by working with your professor and agreeing on a time and place.
3. Schedule to take your exam in The Learning Center, CCH 112 after you discuss this arrangement with your professor. All tests or exams must be scheduled at least twenty-four hours prior to the time of the test.
  - a. It is your responsibility to inform your professor that you will be taking your exam in The Learning Center prior to the test date. Ask the professor to e-mail the test to Mr. Eddie Bulls at [bullse@chowan.edu](mailto:bullse@chowan.edu) with a copy to Dr. Carolyn Modlin at [modlic@chowan.edu](mailto:modlic@chowan.edu). Any tests or examinations that are being hand delivered should be given to Mr. Bulls in Camp Hall 112. Tests and examinations will be returned to professors through campus mail at the end of the day.
  - b. Contact Mr. Bulls at 398-6567 or email him to reserve a testing space prior to the exam date.

### **Note Taking Services**

**Deadline:** 2 weeks **prior** to the beginning of the semester

Note takers are students who are enrolled in the same class as the student eligible for this accommodation. If you are eligible and are requesting a note taker, you must present your accommodation letter and the Note Taker Memo to the instructor. Ask the instructor to read the memo to the class, which explains the note taker position. When a potential note taker from the class contacts The Learning Center, he/she will be hired as the note taker if the employment criteria are met.

1. Pick up your accommodation letters at the beginning of the semester.
2. Deliver the accommodation letters and the Note Taker Memo to your professors.
3. Return a signed copy of the form noting that the professor has received the accommodation letter and Note Taker Memo, if one is to be provided.
4. Record the lectures until a note taker has been secured.
5. If a note taker has not been secured within 2 weeks of the Note Taker memo being read, contact The Learning Center.
6. **You must attend class in order to utilize note-taking services. Absences from class may result in the cancellation of note-taking services. All students are expected to follow Chowan's Class Attendance Policy, pg. 93 of the Chowan University Academic Catalog - <http://www.chowan.edu/documents/academics/academic-catalog.pdf>.**
7. Digital Voice Recorders may be provided in place of a note taker for classes.

8. Many Chowan professors choose to place copies of PowerPoints and lecture information on Blackboard, for easy access to students; therefore, it is not necessary to have note takers in all courses.

**NOTE:** While every effort will be made to fulfill late requests, other reasonable accommodations may be used in lieu of a note taker.

### **Textbooks in Alternative Format**

**Deadline:** One month **after** Registration for the upcoming semester

If you are eligible to receive textbooks in an alternative format, you must complete the following steps in order to receive the accommodation.

1. Complete, sign, and date the Accommodation Request Form, including Part 4, **immediately** after registering for the next semester's courses.
2. The Learning Center will contact each professor and request a list of textbooks/material. If this accommodation is requested after the beginning of the semester, you will be responsible for providing all textbook information and it may not be possible to provide audio books for that course in a timely manner.
3. Membership in Readings for the Blind & Dyslexic (RDB&D) is on an individual basis and requires appropriate documentation. Approval of membership is required to obtain books through RFB&D.

**Note:** If a book cannot be obtained from RFB&D or other sources The Learning Center will contact the student with the titles of the book(s) the student will have to buy and provide to DSS for conversion into alternative format.

### **Classroom Accommodation**

The Learning Center works with students who have mobility and other health related issues to ensure classroom accessibility. If you are eligible for this accommodation, you need to request the relocation of classes and seating accommodations on the Accommodation Request Form as soon as possible after registering for the class.

### **Priority Registration**

This accommodation is utilized for students who need to select a specific time of day, sufficient breaks between classes, or class locations that are in close proximity. This means that if you are listed with The Learning Center, you can register for the next semester's classes as soon as course registration begins.

1. Research the classes being offered the next semester, giving consideration to your specific situation.
2. Meet with your advisor.
3. Register for classes as soon as course registration begins, taking into consideration things such as time of class, time in between classes and the location of the classroom.
4. Please contact The Learning Center to discuss any concerns or questions you may have.

## HOUSING ACCOMMODATIONS

The Department of Housing and Residence Life reviews all requests that are made for private housing accommodations based on disability requests. Recommendations from The Learning Center are given consideration. A student who needs housing accommodations must complete The “Housing Accommodation Request Form” and provide documentation of the disability. The documentation must substantiate a diagnosed impairment that is a **current substantial limitation to a major life activity as it relates to housing needs**. To ensure the provision of reasonable and appropriate accommodations for students, this office and the Department of Housing and Residence Life require **current and comprehensive documentation of the disorder from a current treatment/assessment professional that is legally qualified to make the diagnosis**.

Requests for housing accommodations must be renewed on a **yearly** basis. The “Housing Accommodation Request Form” and “Documentation Verification Form” can be obtained by contacting the Department of Housing and Residence Life, Penny Hall, or The Learning Center, CCH 112. Efforts are made to accommodate needs based on severity, availability and on the timeliness of the request. **Because a request is made, does not guarantee that the request will be granted.**

### ***DISPUTE RESOLUTION PROCEDURE FOR ELIGIBILITY FOR SERVICES AND DETERMINATION OF REASONABLE ACCOMMODATIONS***

If a student wants to appeal a decision regarding eligibility for services or determination of accommodations, the following procedure has been established.

1. Request an appointment to meet with the Director of Disability Services. If the concern cannot be resolved at this level, initiate Step 2.
2. Request an appointment to meet with the Assistant Vice-President of Student Affairs regarding Housing Requests. If the concern cannot be resolved at this level, initiate Step 3.
3. Schedule an appointment with the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs may consult other relevant professionals as needed to make the decision. The decision of the Provost and Vice President for Academic Affairs is final.