

# Office of Disability Services



UNIVERSITY  

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OF

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LOUISIANA  
*L a f a y e t t e*™

**A Student, Parent and Faculty Handbook**

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# **GENERAL INFORMATION**

## **Mission Statement**

The mission of the Office of Disability Services is to provide extensive post-secondary services to students with psychological, physical, and learning disabilities. Our goals are to facilitate the transition from high school to college; to assist students in developing the necessary skills to succeed in college; to provide counseling, including career counseling; and to assist in the successful transition from college to employment.

## **Office Hours**

Appointments can be arranged in person or by calling (337) 482-5252 during regular office hours. Office of Disability Services hours are 7:30 a.m. – 5:00p.m. Monday through Thursday and 7:30 - 12:30 on Friday. We are located in The Conference Center, Room 126.

## **Testing Hours**

Testing hours are from 7: 45 a. m. – 4:45 p. m. Monday through Thursday and from 7:45 a. m. – 12: 30 p.m. on Friday. Hours are extended as needed during final exams.

## **Eligibility**

All undergraduate and graduate students currently registered at UL Lafayette with physical, psychological, and learning disabilities are eligible to receive services. All students must furnish ODS with a copy of medical documentation and complete the registration procedure in order to receive accommodations.

**Please refer to documentation criteria at**

**<http://disability.louisiana.edu>**

## THE LAW

The Office of Disability Services (ODS) operates under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA). The University of Louisiana at Lafayette (UL Lafayette) follows the guidelines set in the 1973 Rehabilitation Act, Section 504, which states:

No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefit of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.

### **The Americans with Disabilities Act (ADA)**

The ADA was signed into law on July 26, 1990. It enhanced and expanded Section 504 of the Rehabilitation Act of 1973. Section 504 prohibited discrimination against qualified individuals with disabilities with regards to programs and/or employment settings that receive federal funds. This includes colleges and universities.

The ADA provides protection to an individual with a physical or mental disability that substantially limits one or more major life activities. These life activities include, but are not limited to:

Walking

Seeing

Hearing

Speaking

Breathing

Learning

Working

## **How The ADA Applies In A Post-Secondary Education Setting**

Because many disabilities create limitations that affect the ability to perform the major life activities of learning or working, the ADA provides that “reasonable accommodations” must be made within an educational setting to help “level the playing field” so to speak.

“Qualified individuals” in a university setting must be able to perform the essential function of learning, with or without reasonable accommodations. Essential functions include things like attending class and taking exams. The individual with a disability must be able to do these basic requirements for completing a degree.

However, some individuals with disabilities have functional limitations which require the provision of “reasonable accommodations.” That is, the student’s disability may cause difficulties in appropriately accessing the information to be learned. This is when the cooperation of faculty and staff become of utmost importance following the law. Some of the most common accommodations that require the involvement of faculty and/or staff are as follows:

- Provision of extended testing time
- Provision of a distraction free environment
- Oral exams
- Relocation of classes for accessibility by mobility impaired students
- Provision of note takers and/or taping of classes

# COMMITMENT

ODS is committed to providing for its students with disabilities reasonable accommodations on an individual and flexible basis. UL Lafayette also has an ADA Coordinator, a Supported Education Supervisor, the Committee on Disability Concerns, and the Beacon Club (a student organization promoting disability awareness) that help ensure equitable access for students with disabilities. Our goal is to ensure that students with disabilities are given equal opportunity to succeed at UL Lafayette.

## **Information Access and Confidentiality**

Any information collected by the Office of Disability Services will be solely for the benefit of the student. Information required by ODS such as biographical history, medical data, test scores, or any type of data collected concerning a student, will be kept confidential. Only the staff of ODS will have access to a student's file and only to necessitate service. Other offices of the university and university faculty need only know what services and accommodations are necessary to meet the needs of the student. However, there are some circumstances for which the ODS office would release limited information on a student, such as:

- 1) A court order or subpoena
- 2) Written authorization by the student with the student's understanding of the purpose of the release and to whom the information is being released, or
- 3) A student threatens to harm himself/herself or others.

The office of ODS will retain a copy of all information collected on the student. The student may review his or her own file upon request.

## **Complaints and Resolutions**

Students with disabilities should receive the appropriate services and accommodations received from the Office of Disability Services. However, if you do not receive your accommodations in

an effective and timely manner, a student should first discuss the situation with the Director of ODS. If the problem cannot be resolved at the lowest level first, then the student should follow the appeals procedures outlined in the University Code of Conduct such as:

- Speaking to the ODS Director, Dr. Carol Landry PhD
- Dean of Students
- Then the ADA Coordinator/EEOC Officer

### **Faculty Participation**

Each semester, the student will pick up and deliver the accommodation required services and accommodations through letters from the ODS office. However, at times there may be some question that the instructor has concerning the appropriate service that he/she is required to provide to the student, or there may be a change in the status of the student's disability that requires a different accommodation. The faculty of the University should contact the Director of ODS if there is a question concerning the exact accommodation the University is providing to a student or if there is any discrepancy between a student's request and the ODS letter. Faculty are not required to provide an accommodation unless they receive an accommodation letter from ODS.

# **EMERGENCY PROCEDURE**

## **Ambulance Procedure**

UL Lafayette follows a general set of guidelines for students in need of immediate medical attention.

The guidelines include:

- 1) If a student faints, falls, has a seizure, or becomes immobile an ambulance is requested by contacting University Police. Should the person recover soon enough to state he/she does not want medical attention and appears to be in stable condition according to police or other responsible personnel on the scene, the ambulance may be cancelled.
- 2) The injured are asked which hospital to be taken to.
- 3) The department of Student Health Services may direct the ambulance to the correct doctor or hospital if they have a student health record, provided they are contacted when a student incurs an injury or accident on campus.

## **Emergency Mass Exit Evacuation of Non-Residence Hall Buildings**

The following procedures will be utilized to promote the safety and well being of all University personnel (students, teaching faculty, and staff) in classroom and non-classroom settings.

### **Emergency Evacuation in the Classroom Setting**

Teaching faculty and students with disabilities will be responsible for the following preplanning actions during an emergency mass exit evacuation.

- A) Teaching Faculty
  - 1) Include statement on every class syllabus.
  - 2) Ask students with disabilities to identify assistants. In the event the student with a disability has not provided for assistance, request class volunteers.

- 3) If requested by a student with a disability, provide help in locating a Designated Rescue Area.
  - 4) If the teaching faculty member has a disability, he/she will need to preplan his/her own evacuation strategy.
- B) Students with Disabilities (Those with severe auditory, visual, mobility or other impairments which place them “at risk” during an emergency mass exit evacuation.)
- 1) Identify himself/herself to each of his/her teaching faculty, indicating the nature of his/her disability and the magnitude of assistance required. The responsibility to indicate evacuation related discussions rest solely with each “at risk” student.
  - 2) Students with disabilities are responsible for knowing campus evacuation routes and for being capable and willing to communicate such information to teaching faculty and assistants. Students who need assistance in planning their evacuation should contact the Director of the Office of Disability Services.
  - 3) Find the necessary assistants to help in an emergency mass exit evacuation. If unable to find assistants, request the help of the teaching faculty to identify willing assistants.
  - 4) Personally instruct all assistants in the correct method of rendering assistance both in any training session and during an actual emergency.
- C) Procedure
- 1) When persons with disabilities (students or teaching faculty) are in the classroom, the following preparations will be made to leave the building immediately.
  - 2) Mobility impaired persons in wheelchairs on ground level floors can evacuate along with other persons.
  - 3) Mobility impaired persons in wheelchairs on non-ground level floors must be removed from their

wheelchairs and placed in an Evacutrac and evacuated leaving the wheelchair behind.

- 4) Visually impaired persons should have a sighted assistant guide them to safety.
- 5) Hearing impaired persons should be told individually of the emergency and how to respond as soon as the emergency is identified. It should not be assumed that the hearing impaired persons can hear the fire alarm or that they will know what to do by watching others.
- 6) Persons with psychological disabilities should have an assistant guide them to safety if they indicate that they are in need of assistance.

# **POLICIES AND PROCEDURES**

## **General Policy**

The University of Louisiana at Lafayette's Office of Disability Services (ODS) is considered the campus authority on all issues concerning accommodations for students with disabilities. Any student with disabilities attending UL Lafayette must register with ODS to receive accommodations. Faculty members are not required to offer accommodations without a letter from the ODS office to verify that the student has a documented disability and to verify that the student is registered with ODS.

## **Evaluation and Assessment**

In order to receive services through the ODS, a student must first come to the office to register and meet with the Director. At this initial meeting, a student will be asked to submit medical documentation verifying their disability.

If the documentation presented to the ODS is incomplete or inadequate to determine the extent of the disability and reasonable accommodations, ODS may request additional documentation. Appropriate accommodations are determined on an individual basis by the Office of Disability Services Director after an interview and review of the medical documentation.

**Documentation guidelines can be found at  
<http://disability.louisiana.edu>**

## **Course Substitution**

If a student cannot complete a course because of a disability related issue and if this student has medical documentation on file in the ODS, a student can appeal to the Dean of his/her college for a course substitution. This appeal should be in the form of a letter containing a personal statement indicating the reason for the request and how many attempts the student has made to complete the course.

Note: A course substitution cannot be considered as an option when the course is deemed essential for a degree requirement.

### **Missing Classes/Resignation**

If a student misses classes due to illness or hospitalization, he/she must call the ODS Director immediately so that his/her professors can be contacted. If a student finds he/she cannot continue the semester because of a disability related issue even after the last day to drop has passed, he/she must call the ODS Director to arrange a resignation.

### **High School Seniors**

High school seniors with physical, psychological, or other impairments are encouraged to register with the Office of Disability Services during freshman orientation. New students should secure copies of medical, psychological, or other evaluations which document the disability and areas of limitation to any academic or physical functioning. Some accommodations require advance notice to the ODS and the new students can benefit from advance planning. Listed below are some services that require advance notice to ensure their availability.

- Accessibility of classes
- Centralized parking
- Zone “0” reserved parking (for those who qualify)
- Housing modifications
- Classroom modification (adaptive devices, special seating arrangements, special testing options, use of tape recorder)
- Books in electronic form
- Interpreter services

# SERVICE ANIMAL POLICY

Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) defines service animals as "any" animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items."

This means that:

- an individual must have a disability as defined by the ADA, *and*
- the accompanying animal must be trained to do specific tasks for the qualified individual.

If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or an animal training program. UL Lafayette complies with the ADA in allowing use of service animals for students. Pets, "comfort animals", and therapy animals are not allowed in any campus buildings under this policy.

Students desiring to use a service animal on campus should first contact Disability Services to register as a student with a disability. The Director of Disability Services will evaluate the documentation of disability and discuss with the individual any accommodations appropriate to the functional limitations of the disability.

## Definitions

**Partner/Handler:** A person with a service or therapy animal.

**Pet:** A domestic animal kept for pleasure or companionship. Pets are not permitted in university facilities.

**Service Animal:** Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Service animals are usually dogs, but may be monkeys. A few other animals have been presented as service animals. A service animal is sometimes called an assistance animal.

**Team:** A person with a disability and her or his service animal. The two work as a cohesive team in accomplishing the tasks of everyday living.

**Therapy Animal:** An animal with good temperament and disposition, and who has reliable, predictable behavior, selected to visit people with disabilities or people who are experiencing the frailties of aging as a therapy tool. The animal may be incorporated as an integral part of a treatment process. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time, unlike a service animal that is always with its partner. Thus, a therapy animal is not covered by laws protecting service animals and giving rights to service animals.

### **Conditions For Keeping A Service Animal On Campus**

**Vaccination:** The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series and all vaccinations deemed necessary by a licensed veterinarian must be up-to-date. Other animals must have had the appropriate vaccination series for the type of animal. Dogs must wear a rabies vaccination tag.

**Licensing:** Partner must follow all local licensing laws and tag laws.

**Health:** The animal must be in good health. Animals to be housed in university housing must have an annual clean bill of health from a licensed veterinarian.

**Leash:** The animal must be on a leash at all times.

**Under Control of Partner/Handler:** The partner/handler must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.

**Cleanup Rule:** The partner must follow the local ordinances in cleaning up after the animal defecates. The partner should:

- 1) Always carry equipment sufficient to clean up the dog's feces whenever the dog and partner are off the partner's property;
- 2) Never allow the dog to defecate on any property, public or private (except the partner's own property), unless the partner immediately removes the waste;
- 3) Properly dispose of the feces by flushing or placing in an outside receptacle. Persons who are not physically able to pick up and dispose of animal feces are responsible for making all necessary arrangements for assistance.

**Note: The College is not responsible for these services.**

## **Responsibilities**

### **Partner/Handler:**

- Complete and submit the Service Animal Registration form (available from the Office of Disability Services). All service animals must be registered with Disability Services. Failure to register or maintain a service animal as required above may subject the owner/partner to fines or refusal by the College for the animal to remain on campus.
- Provide sufficient evidence verifying that the animal meets the definition of a service animal. The animal should have tags or some other method of indicating ownership and rabies clearances. Service animals must be fitted with some identifying equipment such as a harness, cape or backpack as appropriate.
- Provide evidence of animal training (if available) and current clean health certificates (required).

- The care and supervision of a service animal is the sole responsibility of the partner/handler. The animal must be maintained and used at all times in ways that do not create safety hazards for other persons. Minimal equipment is a leash by which the animal is kept under control.
- State specific plans for toileting of the animal while on campus. The College will identify suitable areas where service animals can relieve themselves.
- Sign an authorization form allowing Disability Services to notify appropriate campus personnel/offices of the presence of the animal and any special circumstances relevant to service animal usage.

**Office of Disability Services:**

- Upon approval of necessary documents, ODS will provide a Service Animal ID card to the student. The student must be prepared to present the card to university faculty, or staff when requested.
- Maintain a current registry of long-term service animals on campus.
- Verify eligibility of individuals with disabilities to have a service animal on campus.
- Collect and keep on file evidence of training and current health certificates.
- Notify appropriate personnel/campus offices of the animal and handler/partner.

**Faculty, Staff, and Students:**

- Allow a service animal to accompany the handler/partner at all times and everywhere on campus. Courts have upheld the rights of service animal handlers to take service animals into food-service locations.
- Do not pet a service animal; petting a service animal when the animal is working distracts the animal from required tasks.

- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle a service animal.
- Do not separate or attempt to separate a partner/handler from his or her service animal.

### **Emergency Situations**

In the event of an emergency, the First Responders should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell or smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may be confused from the stressful situation. The local emergency personnel should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. Every effort to keep the animal with its partner should be made. However, emergency personnel's first effort should be toward the partner; this may necessitate leaving an animal behind in certain emergency evacuation situations.

To help ensure appropriate emergency response, this policy is being disseminated to UL Lafayette University Police.

### **Grievances**

Any student dissatisfied with a decision made concerning a service animal should follow the Student Affairs Appeal Procedure, which can be found in the Student Handbook.

# SERVICES OFFERED BY ODS

## Accommodations

ODS assists students with physical, psychological or learning impairments in their adjustment to college life. Counseling is provided on an individual basis to help guide each student in meeting educational, physical, financial, medical, recreational, personal and vocational needs. Appropriate accommodations are recommended on a case-by-case basis by the ODS Director once the student is interviewed and proper documentation is obtained.

The University campus is located on relatively level terrain and does have ramped entrances or wheelvators for most facilities. With priority scheduling and/or special arrangements, all courses are accessible.

**Relocation of Classes:** If a requested course is scheduled in a classroom that is not accessible to a student, the course can be relocated by the ODS Director to a classroom that is accessible

**Parking:** Limited parking is available on campus for those whose disabilities necessitate special parking accommodations. To obtain special parking on UL Lafayette campus a student must obtain a Louisiana Handicapped license plate, and/or appropriate medical documentation.

Also special parking accommodations are available for students, without a LA Handicapped license, at Cajun Field. There are shuttle buses from Cajun Field that are accessible and run approximately every 10 minutes. Temporary handicapped parking is given to the students who have a temporary disability which requires accommodation for two months or less. To obtain temporary parking, you must bring a doctor's letter describing the medical disability to the Parking and Transit office.

**Wheelovator/Elevator:** Access to some buildings is provided by wheelovators. For elevator access, the student must come to ODS with a doctor's excuse which contains the length of time they will need access to the elevators. ODS then makes arrangements for the student's ID card to be activated, allowing them access to the elevators.

**Standing for Long Periods:** If the student has documentation showing that he/she cannot stand for long periods of time, he/she may obtain a special letter from ODS that will permit the student to by-pass the line and be served or assisted immediately.

**Housing Modifications:** Students requesting on campus housing who require modifications in the living environment are assisted in obtaining suitable housing. Students are requested to notify the University's housing department to facilitate arrangement of needed modifications. Handicapped accessible housing at Cajun Village Apartments has about a 1- year waiting list.

**Priority Scheduling:** All ODS students with limited mobility or other impairments requiring special scheduling needs are provided with priority scheduling. Priority scheduling means a student can schedule on the first day that registration is opened. Priority status will assure that the course and section the student needs is still open. Priority scheduling is also given to ODS student's note takers as a special incentive. Notices will be sent out reminding the student of the scheduled dates so that the student will know exactly when to register. If the student misses the date, he/she will miss priority scheduling.

**Tutoring:** Tutoring is available to students in conjunction with The Academic Success Center's Learning Center (formally known as Junior Division). Resources can be found on the second floor of Lee Hall. Presentation of a green card from ODS to the Learning Center will entitle ODS students to longer tutoring sessions and a quiet location.

**Speech Therapy:** Speech therapy is available to all students through the Communicative Disorders Department (Burke Hall, Room 202) at little or no cost.

**Adaptive Computer Lab:** Students have access to the ODS lab equipped with special software and peripheral devices. Such equipment includes:

- Scanners
- Romeo Braille
- 3 Power Vision Machines for the visually impaired
- 5 Computers with speech (JAWS)
- Zoom text

### **Alternate Forms of Textbooks**

This is a service provided for our students who are blind, visually impaired, or has severe learning disabilities. Please read the following steps carefully and keep in mind this can be a lengthy process. Submitting your request as early as possible is recommended.

*Getting your text in e-text format:*

1. Meet with the Office of Disability Services staff to determine eligibility. Approved students should provide a list of classes or the books they would like to have in an alternate format.
2. Students are required to show evidence of purchase of a textbook. Copyright laws allow production of alternate formats for individuals with disabilities, but those making copies must be sure students "own" their copy purchased legitimately. Making additional copies is prohibited.
3. Electronic files will be requested and obtained from the textbook publishers and stored at ODS. Pick up completed CDs from the ODS. Note that CDs remain the property of UL Lafayette and are to be returned to ODS at the end of the semester.

4. When books cannot be obtained directly through the publisher, ODS can scan your books and convert them to a word document **after** obtaining permission from the publisher.

### **Classroom Accommodations**

**Letters to Instructors:** Letters to instructors are prepared and must be picked up by students in the ODS office at the beginning of each semester and given to professors. The letters inform the professor of the accommodations that the student requires.

**Note Taker:** A student may have an impairment that causes difficulty concentrating, or may not be able to hear well or write well enough to take notes for himself/herself. Once this has been established with documentation, the student with the disability may request a note taker.

- 1) A “Volunteer Note Taker” form will be given to the ODS student to give to each volunteer note taker.
- 2) The form is filled out and signed by the volunteer and returned within 2 weeks to the ODS.
- 3) The volunteer will be given a pamphlet which contains tips on being an excellent Note Taker. The student may use the copy machine in the ODS for copying class notes. Copying notes is free. In addition, the ODS student may purchase NCR notebook paper at the bookstore at:  
National Institute for the Deaf Bookstore  
One Lomb Memorial Dr.  
Rochester, N.Y. 14632  
(716) 475-2411
- 4) If the volunteer should drop the class or withdraw from the University, he/she must inform the ODS.
- 5) The volunteer Note taker will receive Priority Scheduling for his/her efforts.

**Tape Recording:** A student may use a tape recorder if approved by the ODS Director. The ODS student is responsible for the purchase of his/her tape recorder.

**Interpreter Services:** Students with hearing impairments are provided with interpreters in the classroom upon request.

**Testing Accommodations:** Students requiring testing accommodations such as Braille translation, enlarged print, oral exams, extended test time, assistance for scribe, etc. are assisted in obtaining needed accommodations.

**Attendance Policy Modifications:** In some cases, a student who is registered with ODS may qualify for consideration for class absences. This accommodation is most frequently granted for a student who has a document chronic health problem which occasionally causes them to be absent from class. Faculty set their own attendance policies; the accommodation is simply a request for some flexibility in their policy. The amount of flexibility will depend on the nature of the class and whether class participation is a factor in the final grade. Students who are eligible for this accommodation are responsible for completing all coursework! This accommodation is not a “blank check” which allows students to miss a large number of classes for any given course. A student with excessive absences in a class should consult with the instructor about dropping the course with a passing grade or receiving an incomplete grade when appropriate.

**Special Testing Instructions:** The student is given several Special Testing Instruction Forms from ODS. One of these forms must be given to the instructor for each test. The instructor must fill out this form carefully and completely. The instructor attaches this form to the test so that the ODS office knows how to administer the test. The student must:

- 1) Remind the instructor two or three times before each test to send the test to the Office of Disability Services at least one day before the day of the test.
- 2) Student must schedule all tests at the ODS as early as possible. Students may call, email, or come by the office to schedule exams.

- 3) When scheduling the test, the student must remember to state any special testing accommodation that he/she will need. Ex: Braille, taped, large print, or oral.
- 4) Tests must be scheduled at the same time and day that the class is scheduled to take the test (with additional time included) unless the student has informed the instructor and has his/her permission in writing to take the test at another time.
- 5) For night classes, tests must be scheduled earlier during the day and no later than 3:00p.m. Our office closes at 5:00p.m., but all testing ends at 4:45p.m.

## **AFFILIATED ORGANIZATIONS**

### **The Beacon Club**

The Beacon Club is a student organization at University of Louisiana at Lafayette whose mission is to work together to help eliminate barriers that students with disabilities must surmount in order to obtain their fullest physical, mental, social, vocational, and economic potential.

Furthermore, the Beacon Club is a non-profit fund-raising organization. Proceeds of the Beacon fund-raising activities go to the support of UL Lafayette's Office of Disability Services to help defray the high cost of specialized equipment and services that assist individuals with disabilities in reaching their academic potential. Additionally, proceeds helps to sponsor Disability Awareness Week activities in the Spring of every year.

For additional information on this organization, go to

<http://disability.louisiana.edu>

Click on the Beacon Club button on the left of the home page.

### **Delta Alpha Pi International Honor Society**

Delta Alpha Pi Honor Society was founded in 2004 at East Stroudsburg University of Pennsylvania. The organization seeks to recognize the academic achievement of students with disabilities. The UL Lafayette's Chapter, Alpha Eta, was formed during the Spring 2009 and is currently the ONLY chapter in the state of Louisiana.

Delta Alpha Pi Honor Society is open to undergraduate and graduate students meeting the criteria listed below. All students who are being initiated into Delta Alpha Pi Honor Society have met the following criteria:

*Undergraduate students must have:*

- Present with a document disability and work with one of the advisors in the Office of Disability Services,
- Completed a minimum of 24 credits,
- Maintained an overall Quality Point Average of 3.10, and
- Demonstrate an interest in disability issues.

*Graduate students must have:*

- Present with a document disability and work with one of the advisors in the Office of Disability Services,
- Completed a minimum of 18 credits,
- Maintained an overall Quality Point Average of 3.30, and
- Demonstrate an interest in disability issues.

Go to the ODS website

<http://disability.louisiana.edu>

and click on the DAP button for more information on  
Delta Alpha Pi

# OFFICE PROCEDURES

## **The Special Testing and Adaptive Technology Lab**

The Special Testing Center and Adaptive Technical Lab are located in The Conference Center room 126, housed in UL Lafayette's Office of Disability Services. Tests are administered from 7:45 a.m. to 4:45 p.m. During finals, the testing hours are extended as needed. The testing center is available to students with a documented need for such services.

A student who needs to take tests in the Office of Disability Services must fill out a special Testing Instruction Form with his/her professor for each test to be taken in ODS. In addition, the student must call, come by, or e-mail the ODS office to schedule the test. The adaptive Technology Lab is available for use during testing and/or for use by students with disabilities for any academic or personal use.

## **Special Testing Administration**

- 1) It is the student's responsibility to notify the Services for Students with Disabilities office of any upcoming exam as soon as possible. Student's name, course, and instructor are placed on the test calendar. There are ten (10) individual test rooms and (18) eighteen study carrels in the testing center.
- 2) It is the instructor's responsibility to ensure that the student's test is received in ODS on the day that is indicated on the special Testing Instruction Form 1 or 2 days prior to test administration date. Sometimes a student will hand carry the test over on the day of the test.
- 3) Tests are logged into the ODS data base as soon as they are received.
- 4) The test is immediately locked in the student's test file.
- 5) If braille, taping, or enlarged print are required, these should be done as soon as the test is received. Once this is

done, the original test and the adapted test should be locked in the student's test file.

- 6) When a student arrives to take the test, he/she is placed in a private room or a study carrel. **STUDENTS ARE MONITORED.**
- 7) When the test is complete, it is either hand delivered to the instructor's department or the instructor can pick up the test at the ODS. Tests are NOT sent through campus mail and students are NOT allowed to take the tests out of the office. The tests are logged out in the ODS data base by indicating the date, time completed, who returned it, and by what means it was returned.

### **Cheating**

No matter how good the security methods are and how carefully planned the monitoring system is, there will come that fateful day when someone is found cheating on a test. Remember, the ODS program is an extension of the academic area and all policies and procedures that apply to tests given in the academic area apply to tests administered by this program.

Essentially, what is important to remember is that the test is being proctored by ODS, that office personnel may come into the testing room, monitor activities at any time during the test, and that if any evidence of cheating is found the exam will be stopped, the faculty member will be notified immediately, materials will be confiscated, and the matter will be turned over to the faculty member for further action. The decision on course of action at that time is left to the discretion of the faculty member within established institutional policies, as it would be in any case in which a student was found to be cheating.

## HELPFUL CAMPUS RESOURCES

While they serve the entire UL Lafayette community, there are a number of departments at UL Lafayette that routinely provide valuable services to students with disabilities. We have described some of these below, listing their phone numbers and locations. Those departments that do not have a TDD in-house can be reached through TDD relay.

**The Learning Resource Center** is located in Lee Hall Room 209, and may be reached by phone at 482-6583. The Learning Center at UL Lafayette offers free tutoring and study groups. Study groups meet twice a week. Video lessons for math, biology, and chemistry may be checked out for viewing at one of the center's on-site viewing stations.

**Counseling and Testing Service** is located on the second floor of Olivier Hall and can be reached by phone at 484-6480. It provides professional mental health counseling services for students and University employees. The center also offers national standardized testing information and administration. Counseling sessions are scheduled on the basis of individual need.

**Student Health Services** is located in the Saucier Building (next to the Student Union) and can be reached by phone at 482-6827. It is the site of the on-campus medical staff.

**Student Support Services** is located in Declouet Hall and is a grant program funded by the U.S. Department of Education to aid eligible students in reaching the post-secondary goal of graduation. Services like academic advising, financial aid assistance, career advice, and tutoring are offered. Eligibility includes students: having financial need (as per US Dept of ED guidelines), who are first-generation college students, and/or who have a documented disability.

## OFF-CAMPUS RESOURCES

There are a number of organizations, public and private, non-profit otherwise, that serves persons with disabilities in a variety of ways. It would be beneficial to any individual with a disability to find out about those organizations that can offer services. We have listed a few here, which can serve as a starting point in the personal search for appropriate contacts. Some serve persons with all types of disabilities, others serve particular populations. You should be aware that there are much, greater pools to draw on, on the local, state, and national levels.

### **Louisiana Rehabilitation Services**

Lafayette- Brandywine VI, Suite 350,  
825 Kaliste Saloom Rd. Lafayette, LA 70508  
(337) 262-5353

**Affiliated Innovative Services** provides transportation for individuals with disabilities and can be reached at 237-3885.

**Association for Higher Education and Disability (AHEAD)**–  
(614) 488-7972 [V/TDD]

**Client Assistance Program (CAP)** of the state of Louisiana (for LRS service recipients only) (800) 960-7705

**HEATH Resource Center** (national clearinghouse on post-secondary education for individuals with disabilities)  
(800) 544-3284