

Office of Disability Services



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GENERAL INFORMATION

Mission Statement

The mission of the Office of Disability Services is to provide extensive post-secondary services to all students with any disability including but not limited to: psychological, physical, and learning disabilities. ODS seeks to ensure that qualified students with disabilities are provided equal access and reasonable accommodations appropriate to their disability in all UL Lafayette programming and academic pursuits. Additionally, ODS provides faculty with assistance in meeting their federal obligations under the Americans with Disabilities Act.

Office Hours

Appointments can be arranged in person or by calling (337) 482-5252 during regular office hours. Office of Disability Serves 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.

Americans with Disabilities Act

The Americans with Disabilities Act (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	

The ADA In Post-Secondary Education

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 Advisor, the Committee on Disability Concerns, the Beacon Club (student organization promoting disability awareness), Delta Alpha Pi (honor organization) 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.

Grievance and Appeal Procedures

Appealing Accommodations determined by Disability Services

Any student who disagrees with the academic accommodation(s) or other services that have been determined should first speak to the Director of Disability Services. The student should express his/her concerns and be prepared to offer alternative solutions. If, after consulting with the Director, the student is still not satisfied regarding the proposed accommodation(s) or the provision of accommodation(s), the student should speak with the Vice President of Student Affairs. If the student is still not satisfied with the proposed or provided accommodation(s), the student may take the matter to the Disability Concerns Committee.

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 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.
 - (a) Mobility impaired persons in wheelchairs on ground level floors can evacuate along with other persons.
 - (b) 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.
 - (c) Visually impaired persons should have a sighted assistant guide them to safety.
 - (d) 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.
 - (e) Persons with psychological disabilities should have an assistant guide them to safety if they indicate that they need 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 & Assessment

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

If the documentation presented to 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 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 is registered with the Office of Disability Services, a student can appeal to the Dean of his/her college for a course substitution. This appeal should follow the Course Substitution or Waiver Policy, which may be obtained from the Director of Disability Services.

Missing Classes/Resignation

If a student misses classes due to illness or hospitalization, he/she should contact his or her professor immediately. 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 or she should contact the Office of Student Affairs.

SERVICES OFFERED BY ODS

Accommodations

The mission of the Office of Disability Services is to provide extensive post-secondary services to all students with any disability including but not limited to: psychological, physical, and learning disabilities. ODS seeks to ensure that qualified students with disabilities are provided equal access and reasonable accommodations appropriate to their disability in all UL Lafayette programming and academic pursuits. Additionally, ODS provides faculty with assistance in meeting their federal obligations under the Americans with Disabilities Act.

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

Below are some of the most commonly determined accommodations. *Other accommodations are provided and determined after documentation review and an individual interview with the student and an ODS representative.*

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. All parking issues are handled through Transportation Services.

Elevator Access

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.

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. This information can also be accessed from the student's ULink account. If the student misses the date, he/she will miss priority scheduling.

Tutoring

Tutoring is available to students in conjunction with the Center for Academic Success 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
- Juliet Braille
- Power Vision Machines for the visually impaired
- Computers with speech (JAWS)
- Zoom text

Classroom Accommodations

Accommodation Letters

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. 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

The student may use a personal scanner or a scanner provided by ODS to scan notes. The note taker will email scanned notes directly to the student.

- 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.

Digital Recording

A student may use a digital recorder if approved by ODS. The ODS student is responsible for providing his/her digital recorder.

Special Seating Arrangement

Students may receive special seating arrangements as an approved accommodation. This includes sitting next to a doorway or at the front of the classroom.

Interpreter and Captioning 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.

Testing Instructions

The student is given several 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.
- 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.

Alternate Forms of Textbooks

This is a service provided for our students who are blind, visually impaired, or who have 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.

E-text format procedure:

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. 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. 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.

Supported Education

ODS has an advisor who is dedicated to assisting students who have any type of psychological disability (i.e. depression, OCD, bipolar, etc.) Students with psychological disabilities tend to need additional assistance with adjustment to the academic and social requirements of university life. Supported education is a way to provide that assistance; to help retain them in post-secondary education; and to facilitate their return to school should their progress become interrupted by the cyclical nature of their disability.

OFFICE PROCEDURES

Testing

The 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.

Scheduling An Exam:

- 1) A student who takes tests in the Office of Disability Services must fill out a two forms: Student Testing Schedule Form and Testing Instructions Form. Student Testing Schedule form is completed by the student to inform ODS of an upcoming exam. The information can be emailed, called in or brought in in person at least one day before the exam. The Testing Instructions Form is for the student's professor for each test to be taken in ODS. This form is to be given to each professor at least two days before an exam.
- 2) Students taking their exams in the ODS office should report directly to ODS at the date and time of the exam.
- 3) If the student is more than 15 minutes late for the exam, permission from the professor must be obtained before ODS can give the exam.

Testing Administration

- 1) It is the student's responsibility to notify the Office of Disability Services 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 Testing Instruction Form 1 or 2 days prior to test administration date.
- 3) Tests are logged into the ODS data base as soon as they are received.
- 4) 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.
- 5) The test is immediately 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.

UL LAFAYETTE RESOURCES

OF INTEREST

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 in the OK Allen building (on Hebrard Blvd) 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 OK Allen building (Saucier Wellness Center) and can be reached by phone at 482-6827. It is the site of the on-campus medical staff.

AFFILIATED ORGANIZATIONS

AND SERVICES

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. Advocating for individuals with disabilities and teaching others how to advocate for those with disabilities is a large part of our mission and is an avenue of creating leadership opportunities.

Furthermore, the Beacon Club is a non-profit fund-raising organization. All 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.

**For additional information on this organization, go to <http://disability.louisiana.edu>
Click on the Beacon Club under Affiliated Organizations**

Delta Alpha Pi Honor Organization

Delta Alpha Pi is an International Honor Society originated specifically to recognize and encourage students with disabilities enrolled in postsecondary education. DAP is open to undergraduate and graduate students who meet the eligibility criteria which are:

Undergraduate	3.1 cumulative gpa	24 or more hours
Graduate	3.3 cumulative gpa	18 or more hours

**For additional information on this organization, go to <http://disability.louisiana.edu>
Click on the Delta Alpha Pi under Affiliated Organizations**

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