

# *Office of Disability Services*

## • *Student* • **HANDBOOK**



UNIVERSITY  

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OF

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**LOUISIANA**  
*L a f a y e t t e*™

# Welcome!

Dear Student:

Welcome to the University of Louisiana Lafayette and the Office of Disability Services! 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. On behalf of the Disability Services staff, we look forward to working with you during your academic career at the University of Louisiana, Lafayette. Please use this handbook as an important resource for accessing services and accommodations. To ensure up-to-date information, Disability Services periodically makes changes to its policies, procedures and services. The Disability Services website (<http://disability.louisiana.edu>) will always offer the most current handbook available since we update the website as changes are made. Best wishes in your academic career at UL!

*Carol C. Landry, PhD*

Carol C. Landry, PhD  
Director  
Office of Disability Services



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This handbook is also available on the Disability Services website. Due to necessary revisions that may occur throughout the academic year, this issue may become outdated without notification.

Therefore, the current website version is considered the official Disability Services handbook.

It is found at <http://disability.louisiana.edu>

This handbook is available in alternate formats upon request.





## **OFFICE CONTACT INFORMATION**

Location: Agnes Edwards Hall (The Conference Center) Room 126

Mailing Address: P.O. Box 43693 Lafayette, LA 70504-3693

Phone Numbers:

Phone: (337) 482-5252

Fax: (337) 482-1340

E-mail: [ods@louisiana.edu](mailto:ods@louisiana.edu)

## **HOURS of OPERATION**

### **Office hours:**

Monday – Thursday ..... 7:30 am – 5:00 pm

Friday.....7:30 am – 12:30 pm

### **Testing Center Hours:**

Monday – Thursday ..... 7:45 am – 4:45 pm

Friday.....7:45 am – 12:15 pm

**\*\*Please note that Testing Center Hours will change during the week of Final Exams to allow for extended time on most scheduled exam times.\*\***

### **Adaptive Computer Lab**

Monday – Thursday ..... 7:30 am – 5:00 pm

Friday.....7:30 am – 12:30 pm

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

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

## *A Note about Accommodation Approval and Use*

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This handbook is a comprehensive document, and therefore includes some accommodations for which you are not currently approved to use. In order to use an accommodation, students must first be approved by ODS.

## *Confidentiality and Release of Information*

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- The Office of Disability Services (ODS) views all materials pertaining to a student's disability as confidential. All disability-related information for students at the University of Louisiana, Lafayette is housed in Disability Services. Only staff persons working at Disability Services have access to these files. Registration with ODS will not appear on transcripts.
- The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Americans with Disabilities Act (ADA) do not allow faculty or others access to disability-related information (e.g. diagnosis, medications).
- ODS will not share a student's medical information with university faculty or staff without the student's consent. ODS will confirm registration and approved accommodations on a need-to-know basis.
- ODS will not disclose any student's medical or registration information to an employer or other outside organization without the student's permission.
- ODS will retain all disability documentation for seven years from the last date of activity with our office.

# HOW TO INITIATE ACCOMMODATIONS EACH SEMESTER

This is a general overview of how to request accommodations each semester. Specific instructions for each accommodation can be found further in the handbook.

## 1. Analyze your classes.

Look at the requirements/design of each of your classes and consider your particular disability-related needs when determining which accommodations are appropriate. Some accommodations may not be appropriate or necessary for every class.

## 2. Request/pick up documents from ODS.

Depending on the approved accommodations that you would like to use, you may need one or more accommodation documents. Below is a brief summary of each document's name, purpose and how to receive it.

- Accommodation letters-provide an overview of approved accommodations and the request process. These letters must be requested by the student each semester and picked up from the ODS office.
- Note-taker forms request note-taking assistance and will be picked up by students who are approved for this accommodation along with their accommodation letters.
- Test Contracts notify faculty of the student's wish to use extended time accommodations. Not all students use accommodations for every exam, therefore Test Contracts must be given to faculty prior to each exam for which the student requires the accommodation. These contracts must be picked up from the ODS office, filled out by the student and handed to the instructor, no later than the last class period prior to the exam (earlier if requested by the instructor). Students must give adequate advance notice to instructors, and students must discuss any scheduling changes with faculty.

## 3. Meet 1-on-1 with your instructor.

It is recommended that students request a one-to-one meeting with their instructor or visit during office hours early in the semester to discuss accommodations.

## 4. Discuss your specific requests and follow applicable procedures.

When meeting with the instructor, make specific accommodation requests. You do not need to disclose the specific nature of your disability to your instructor. If you are uncomfortable identifying your disability, keep the conversation focused on the accommodations for which you are eligible.

## 5. Maintain communication.

- With ODS staff – Schedule follow-up appointments as needed.
- With your instructor - Stay in contact throughout the semester and provide reminders of planned accommodations.
- You should immediately alert ODS and/or instructor if you are having difficulties with any accommodation, service or class.

## ACCOMMODATION LETTER

- An Accommodation Letter provides your instructors with an introduction to your approved accommodations and how the accommodation process works. It does NOT indicate your disability.
- Students should use the Accommodation Letter to communicate to their instructor any accommodations the instructor will need to provide (unless the accommodation already requires a separate letter).
- To request a letter, you should sign up in the ODS office.
- Provide this letter to your instructor the first week of classes or immediately after receiving it.

## PRIORITY SCHEDULING

Undergraduate students registered with ODS receive priority scheduling. This means you may register for classes prior to the start of general registration.

Note: This does not apply to registration during freshman/transfer orientation. ***When scheduling your courses, please consider the following guidelines:***

- Meet with your academic advisor ***before*** your window opens.
- Make sure that you do not have any holds on your account that will block your registration.
- Research available course offerings in advance so you are prepared once the window opens.
- Consider your disability-related needs and issues when scheduling.



# EXAM ACCOMMODATIONS

Exam accommodations may include, but are not limited to:

- ❖ Extended Time
- ❖ Distraction reduced space
- ❖ Computer for word processing
- ❖ On-line access for web based testing
- ❖ Assistive technology
- ❖ Accessible formats (e.g. Braille, Microsoft Word, enlarged print)
- ❖ Reader or scribe

## Options for Taking Exams:

### **1. Take your exams in-class, without accommodations.**

- This is the default option that requires no action on your part

### **2. Take your exams with accommodations that are arranged by the instructor.**

- Discuss arrangements with the instructor. No Test Contract sheet needed.
- *Note: For Moodle quizzes/exams, provide your instructor an Accommodation Letter. The instructor can adjust your allotted time in Moodle.*

### **3. Schedule to take your exams at Disability Services.**

- Follow the instructions below.

## Scheduling Exams at Disability Services:

1. Pick up exam Test Contracts at Disability Services (one sheet per exam).
2. Meet one-on-one with your instructors (by appointment or during office hours) to fill out the test contracts.
3. Schedule with Disability Services by the deadline.
  - Quizzes/Exams: 2 business days in advance
  - Finals: 1 weeks prior to Finals Week
  - **Late Exam Schedules must be approved by the Testing Coordinator.**

## The Day of Your Exam:

### **Before arriving for your exam, make sure you have:**

- A photo ID (e.g. Cajun Card, driver's license)
- Your personal exam materials (e.g. pencil, calculator, blue book, scantron, authorized materials)

### **Upon arrival for your exam:**

1. Present a photo ID to an exam services staff member. You must have a photo ID to take your exam.
2. The staff member will retrieve your exam and review faculty instructions (e.g. authorized materials) as well as your allotted time.
  - If you have concerns about these instructions or your time allotted, voice them now. The staff member will look into your concern.
3. Put away your belongings and any unauthorized materials (e.g. hats, coats, backpacks, cell phones, mp3 players).
  - Unauthorized materials are not allowed in the exam space.
  - Cell phones must be turned on silent and turned in at the front desk.
  - Disability Services is not responsible for cell phones stored at the front desk.
4. The staff member will direct you to your testing room/seat.
  - While your accommodations will be met, Disability Services cannot guarantee a specific location for you.

### **During your exam:**

- If you have a concern about the exam itself or your accommodations, stop the exam and seek assistance from a staff member. The staff member will give you a comment form to be completed and returned with the exam.
- If you need to leave the exam room for any reason (e.g. have a question, need to use the restroom), go the front desk and notify a staff member.
- Once you've completed the exam, turn in all exam materials to a staff member. All materials will be returned to the instructor. If you need to retrieve anything (note cards, formula sheets, etc.), please get with your professor.

### *Late Arrivals, No Shows, Rescheduling and Cancellations*

- You are expected to show up on time for your exams. If you arrive more than 15 minutes late for an exam, you must speak with the instructor. The instructor will have to notify us that you may still take this exam.
- There is no guarantee that the instructor will permit a makeup exam.
- Only the instructor can authorize rescheduling of exams. It is your responsibility to contact your instructor if you need to reschedule. Disability Services will reschedule an exam only with instructor authorization via email or phone.
- Please notify an exam services staff member if for any reason you have decided not to take your exam at Disability Services. This helps the Disability Services staff more efficiently use our limited testing space.

### *Policies Regarding Academic Misconduct*

- A staff member may come into any testing location at any time to perform a random integrity check.
- Any suspected evidence of cheating will be documented by ODS testing coordinator and reported to the appropriate faculty member. Any unauthorized notes and any scrap paper used during the exam will be taken and returned with the exam to the instructor.
- Please note: Instructors will determine consequences of academic dishonesty, not ODS.

## Test Assistants

- Test assistants should only be requested for exams in which you will need the assistance.
- Test assistants must be requested no later than:
  - \* For quizzes/exams: 5 business days in advance
  - \* For finals: 3 weeks prior to Finals Week
- If you originally scheduled a test assistant but decide at a later date that you do not need one, please let Disability Services know so that we can cancel the request.

### **Expectations for Readers:**

- Readers can be asked to repeat information, so do not hesitate to ask.
- Readers will only read what is on the printed page and cannot be asked to interpret, define, explain or reword questions.
- Readers need feedback from you to be effective. Let your reader know what reading tone, rate, etc. works best for you.
- If staffing does not allow for the use of a reader, you will be given a recorder which has the exam read aloud on it. You may also be given a reader Exam Reader Pen to use. An ODS Staff member will show you how to use it.

### **Expectations for Scribes**

- Scribes will write down verbatim what you have dictated. The scribe is not responsible for organizing or paraphrasing your thoughts into a final draft.
- Scribes are responsible for general spelling and sentence ending punctuation. You are responsible for directing the scribe for any spelling of specific class related terminology or punctuation within sentences.
- At any time, you will have the opportunity to review what the scribe has written either by reading or having it read to you.
- If there are corrections, you will direct the scribe to make them.

## NOTE-TAKING ASSISTANCE

### Option 1: Technology (audio recorder, laptop, etc.)

1. Let your instructor know you'll be using an audio recorder/laptop, etc. Depending on your instructor's feelings on being recorded, you may need to provide proof of the accommodation.
2. Consider placing yourself or the recorder near the front for better audio quality.
3. After you no longer need the recording, delete it from your device.

### Option 2: Volunteer, in-class note taker

1. Meet with your instructors and present them with the Note Taker Letters. Explain that you need their help in finding a note-taker with their class. The instructor should hold onto the Note-Taker Instructions.
2. The instructor will make an announcement in class and/or sends an email to the class soliciting a volunteer note-taker. This message should NOT mention you by name. Once someone expresses interest to the instructor, the instructor will hand them the Note-Taker Instructions (with your contact information).
3. Communicate with the note-taker to establish how often notes will be exchanged (typically by the following class period) and the method for receiving the notes (e.g. emailed).
4. In order for the note-taker to receive their priority registration (or certificate of volunteering), the note-taker must follow their provided instructions.
5. Inform ODS if you (1) can't find a note-taker within 2 weeks, (2) the note-taker is not fulfilling their duties or (3) you no longer need the assistance.

## ATTENDANCE AND DEADLINE MODIFICATIONS

For students that have disabilities with random acute episodes which may require them to miss class or deadlines, Disability Services will approve for the student to be granted a reasonable amount of flexibility with absences, exam dates, deadlines and participation points.

An Attendance/ Deadline Modification must be reasonable, meaning it cannot compromise the essential design and learning outcomes of the course. Reasonableness is determined by the course design

### To utilize attendance and deadline modifications, follow these steps:

1. Request your Attendance/Deadline Letter
2. Meet one-on-one with your instructors.
  - Provide them with the Attendance/Deadline Letter.
  - Discuss with them how attendance, make-up exams, due dates and participation are designed in the course and what reasonable modifications can be made due to your disability. *Note: If the instructor's proposed modifications are not acceptable to you, contact ODS and share your concerns. ODS will work with you and the instructor to resolve the issue.*
3. Contact ODS if you need assistance working with your instructors, your instructor wants consultation in this process or if you and the instructor are unable to come to an agreement.

### By using attendance and deadline modifications, you agree to:

- **Only use your Attendance and Deadline Modification Agreement for disability-related reasons.** Absences or missed exams/deadlines/participation points due to common illnesses, personal conflicts or other non-disability related reasons should be held to the standard course policies.
- **Maintain prompt and regular communication with your instructors about your disability-related absences, or anticipating missing an exam or deadline.** You should inform your instructors of absences and missed exams/deadlines in advance or as soon as possible. If a student does not provide prompt communication, that absence/exam/assignment may not qualify for the attendance modification and therefore may not be modified.
- **Contact both your instructor and ODS in advance if you suspect that you will not be able to meet the terms of the agreement.** For example, if you are approved for a maximum number of 6 excused absences and halfway through the semester you've hit 5 absences, it is likely you will go over the maximum amount by the end of the semester. This should be communicated to your instructor and ODS. While ODS will work with you and your instructor on that situation, there is no guarantee that the accommodation will be modified.
- **Be held to the syllabus's relevant policies in the event you go beyond the terms of an agreement.** For example, the syllabus says students lose a letter grade after their third excused

absence. Your agreement says you are permitted 6 excused absences. On your seventh absence, you can expect to lose a letter grade.

- **Submit your requests in a timely manner.** Like all other accommodations, attendance and deadline modifications cannot be retroactive. Attendance and Deadline Modification Agreements made mid-way through the semester may not apply to absences, late assignments or lost participation points earlier in the semester. Therefore, timely requests are imperative.

# ACCESSIBLE MEDIA

## Text Conversion

Course reading materials can be converted to accessible formats for students with print disabilities. Only required textbooks and additional course materials (e.g. Moodle articles, recommended texts) can be converted upon request. Please keep in mind that this conversion may take several days.

## Video Conversion

### **Closed Captioning**

Video captioning and subtitling are available for students who are deaf or hard of hearing. It is the process of displaying text on a video presentation for additional and/or interpretive information.

## Process and Procedures:

1. Email [ods@louisiana.edu](mailto:ods@louisiana.edu) each time you schedule/change classes and indicate the specific classes for which you would like accessible media.

NOTE: materials **will not be started** until a student request has been emailed.  
Conversion can be a time consuming process, and delaying your request may delay the completion of your course materials.

### 2. For Text Conversions:

- a. Students must submit a request with the textbook title, author, publisher, and ISBN number.
- b. ODS will request electronic versions of the requested texts from the publisher, however not all texts are available. If the text is not available, we can create an electronic version from a purchased print text. Please note that these books will be taken apart and bindings removed in order to scan them into an electronic file.
- c. **Students will need to provide a jump drive to store e-books.**
- d. **Students will have to provide a receipt to prove ownership prior to ODS releasing the text conversion to the student.**



## INTERPRETING, TRANSCRIPTION AND REAL TIME CAPTIONING

Disability Services coordinates interpreting and/or transcribing services for registered students who are D/deaf or hard of hearing.

### Interpreting/Transliterating

A team of American Sign Language Interpreters will interpret/transliterate all academic related activities.

### Transcription Services

A Transcriber will use a laptop computer with abbreviation software to transcribe meaning for meaning what is said in class lectures, discussions, meetings or any other academic related activity. You read the transcription in real-time from your laptop computer.

- The Transcriber will edit the lecture transcripts. The materials will be emailed to you normally within 24 hours.
- Do not provide other students with copies of the notes. Providing notes to other students may result in a loss of service.
- Tell the Transcriber how you prefer to communicate with the instructor and other students in class.
- Do not handle equipment unless the Transcriber asks you to help.
- Copy diagrams from the board or PowerPoints. The Transcriber cannot get this kind of information into the notes; it is your responsibility.
- Check the spelling of all new vocabulary words. The correct spelling is your responsibility.
- If you don't understand something in class, ask the professor to clarify it, not the Transcriber. The Transcriber is not a tutor or teaching assistant.
- Talk to ODS Director about any problems with communication access in class or with notes. Do not let problems continue.

### To request interpreter/transcription services for classroom purposes:

1. Students must first meet with ODS and the ODS Director before classroom services can be initiated.
2. Inform the ODS Director of preference for interpreting, transcription or real time captioning. With one week advanced notice, Disability Services will strive to accommodate your request for a preferred type of service.

3. Provide ODS Director with requested class schedule **as soon as you register for classes**. Please report any changes in daily or weekly class schedules as soon as possible.
4. Inform the ODS Director when interpreting/real time captioning/ transcription services will not be needed or if you will be arriving late to a class or scheduled appointment. An Interpreter/Transcriber will wait twenty minutes before leaving a class or an appointment. After three failures to notify Disability Services that services are not needed or that you will be arriving late, interpreting/captioning/ transcription services will be suspended until you meet with the ODS Director.
5. Request services at least **five working days in advance**.
6. Interpreters and Transcribers will not provide transportation for students.

**Contact the ODS Director, Carol C. Landry, PhD, for more information on scheduling interpreting, transcription and real-time captioning.**

## FM HEARING SYSTEMS

Students who use hearing aids may request the use of an FM Hearing System for use in the classroom environment. The FM System utilizes a microphone and transmitter unit (worn by the instructor) and a receiver and headset (worn by the student). The instructor's speech is transmitted to the student's receiver unit (via FM radio signal) and the student has the ability to control volume and other settings. This equipment is property of the university and it is the student's responsibility to return it to the Office of Disability Services at the end of each semester. Failure to return the equipment will result in a hold being placed on the students account. Students may be held personally responsible for any missing or damaged property of the University.

## COURSE SUBSTITUTIONS

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.

## HOUSING ACCOMMODATIONS

Students who need housing accommodations (e.g. single room, wheelchair access) can be requested through the Housing Portal. Emotional Support Animal requests can be made by e-mail at [esarequests@louisiana.edu](mailto:esarequests@louisiana.edu).

## DINING ACCOMMODATIONS

Requests for modification or exemption from a meal plan can be made through the ODS Director. Medical Documentation must be provided to support the need for any changes. Please email [carollandry@louisiana.edu](mailto:carollandry@louisiana.edu) to schedule an appointment.

## VOTER REGISTRATION

### *Voter Registration at Disability Services*

Disability Services is a designated voter registration site; voter registration forms and other information about voting are available from ODS. The forms are also available in the front reception area. **Note:** *Already registered voters must submit a new form if you have changed your name or address since the last time you voted or if you have not voted in the last four years.*

- Any resident of the state of Louisiana, can register to vote using the forms found at Disability Services.
- If you are from another state, you must obtain an absentee ballot from your home county and state.

# EMERGENCY PROCEDURES

## 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.

## DISABILITY SERVICES GRIEVANCE PROCEDURE

### 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.

## CODE OF STUDENT CONDUCT

In order to best serve our students, Disability Services staff expects everyone to be courteous and appropriate to one another. Profanity, aggression (verbal or physical), threats, yelling, slamming doors or items, failing to comply with Disability Services guidelines, etc. are considered unacceptable due to the disruption of other students and staff in providing services and academic accommodations.

Disruptive and disorderly conduct or failure to comply with the guidelines and expectations of the university's Code of Student Conduct and Disability Services may result in contacting the Office of Student Conduct or the police. The same general expectations of behavior apply to all students, including those with disabilities. Students registered with Disability Services must adhere to the policies and guidelines stated in the Code of Student Conduct. These policies apply to academic and non-academic behavior on and off campus.

To refer to the Code of Student Conduct, please visit the website of the Office of Student Rights and Responsibilities at <https://studentrights.louisiana.edu/student-conduct/code-conduct>. Feel free to discuss any questions, comments or concerns with ODS.

## 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.**

## 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.

## 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.

**Student Support Services-Disability** is located on Agnes Edwards Hall room 123 and may be reached at 482-1410. SSS-Disability assists students with disabilities with securing financial aid, providing career and academic counseling, providing tutoring services, and providing other services to assist students toward graduation. The goal of SSS-Disability is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. \*\*\*This program is separate and different from ODS.

**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 482-6480. 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.

### Speech Therapy

Requests for speech therapy can be made through the Communicative Disorders Department (Burke Hall, Room 202) at little or no cost.

# 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:

- \* Undergraduates must have a 3.1 GPA with at least 24 or credit hours
- \* Graduates Students must have a 3.3 GPA with at least 18 or credit 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

**Louisiana Assistive Technology Access Network (LATAN)** can assist individuals with procurement of adaptive equipment and software.  
<https://www.latan.org>  
225-925-9500

**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