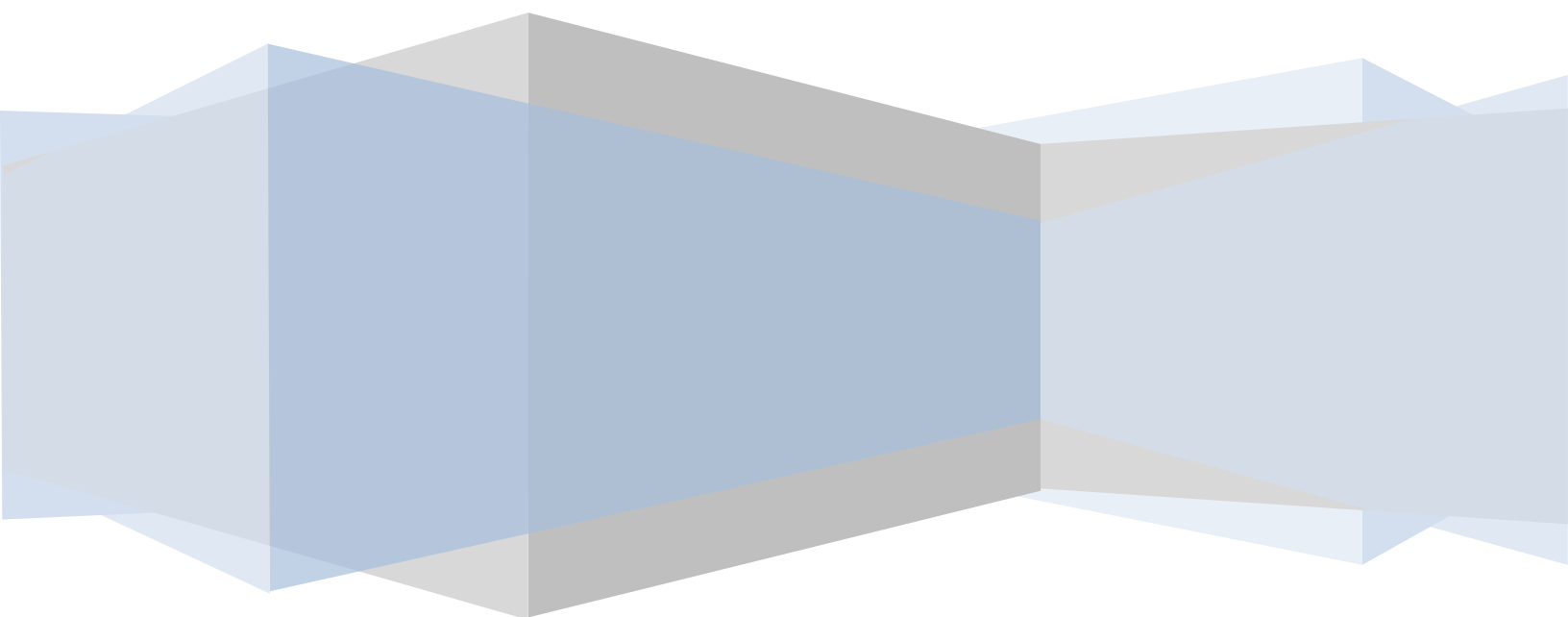


# Berry College

## **DISABILITY SERVICES**

ACCOMMODATIONS GUIDE



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**BERRY COLLEGE ACADEMIC SUCCESS CENTER**  
**DISABILITY SERVICES/ACCOMMODATIONS GUIDE**

**CONTACT INFORMATION:**

WILMA MAYNARD

KM SIPPEL

CAMPUS BOX 5043

CAMPUS BOX 5043

PHONE: 706-368-6960

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OFFICE: EVANS HALL, ROOM 106

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**ACADEMIC SUCCESS CENTER WEBSITE:**

[HTTP://WWW.BERRY.EDU/ACADEMICS/ASC/](http://www.berry.edu/academics/asc/)

**ELIGIBILITY REQUIREMENTS FOR SERVICES**

Students must submit appropriate documentation of disability and meet with Wilma Maynard, Director of the Academic Success Center (ASC), located on the first floor in Memorial Library, to establish eligibility for services.

Although students are not required to identify themselves as having a disability, it is important that they know they are not eligible for support until they have done so. Accommodations are not retroactive and a new request must be submitted each semester the student is enrolled if he/she wants accommodations. Students are required to submit written documentation of sensory, physical, psychological or other health impairments. Typically, this will be a medical report or letter from a physician. Students with learning disabilities are required to submit current diagnostic testing (i.e. within the last three years) that meets specific guidelines.

ASC determines appropriate academic adjustments and arranges to provide needed auxiliary aids. Accommodations are provided at no expense to the student and are based upon each individual's unique needs. The process of requesting and receiving accommodations is interactive; all people involved—the student, the instructor and ASC, and sometimes individual departments and programs—work together to make sure the process works. It is the responsibility of the director of the ASC to determine eligibility for services based on documented disability and consultation with others as needed.

The law requires maintaining strict confidentiality of records and of information documenting a disability. ASC can disclose the specific nature of a student's disability **only** when that student requests the release

of information. If an instructor questions the credibility of your qualification for services, you should direct him/her to Wilma Maynard (233-4080 or mvancise@berry.edu ) for corroboration.

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## ACCOMMODATIONS

The Academic Success Center facilitates Berry College's compliance with federal laws by providing services and appropriate/reasonable accommodations to students with disabilities. This does not mean excusing a student with a disability from responsibilities or lowering expectations in the classroom, but rather allowing the student to use her or his abilities to assimilate information or perform class work in a manner that allows fair competition with other students.

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity, or facility that enables a qualified individual with a disability to have an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to an individual without a disability.

The purpose of academic accommodations is to adjust for the effect of the student's disability, not to dilute academic requirements. All students at Berry College are evaluated and assigned grades based on the same standards; students with disabilities are held to the same standards and not given easier work or held to a lower standard.

Accommodations help make it possible for a student with a disability to learn the material presented and for an instructor to fairly evaluate the student's understanding of the material without interference because of the disability. Accommodations are designed to lessen the effects of the disability and are required to provide fair and accurate testing to measure knowledge or expertise in the subject.

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## EXAMPLES OF ACCOMMODATIONS

The Academic Success Center provides a range of services and assistance to meet the needs of students with disabilities. The following is a brief description of the most frequently requested accommodations and services. Students must submit a formal request to ASC to receive these services.

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### MODIFIED TESTING CONDITIONS:

Some students with disabilities will need accommodations in order to be evaluated fairly. For example, a student who is blind may need either a reader or the test on disk so that the test can be "read" by the computer. Accommodations vary according to the needs of the student and the nature of the class and exams. Accommodations are made on an individual basis and often involve consultation with the faculty member if there are concerns regarding a particular course or exam. Accommodations are not necessarily the same for the same disability. The most common testing accommodation made is:

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### EXTENDED TIME ON TESTS

This is usually one-and-one-half time.

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## TESTING IN A DISTRACTION-REDUCED AREA

This is often done in the ASC Testing Center in Evans Hall or in the director's office. In cases where the instructor is not able to make these arrangements, the ASC will oversee exam administration and provide scribes, proctors, readers, etc.

The student is responsible for making the appropriate arrangements for taking tests in the ASC. Please see "Exam Accommodation Requests" on page 6 for an explanation of the proper procedures to follow for taking an exam in the ASC.

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## ALTERNATIVE TEXTS

Students whose documentation warrants alternative texts are eligible to receive texts in alternative format from Alternative Media Access Center (AMAC).

## TUTORIAL SUPPORT

The ASC offers tutorial support for all Berry College students. Students with disabilities are encouraged to take advantage of existing tutorial support and labs available on campus. Students are also encouraged to meet with their professors for individual help. **We do not have LD trained tutors available.**

**Academic Success Center**                      Evans Hall, Room 106                      Ext. 4080

Provides student tutors for individual classes--Email requests to [tutoring@berry.edu](mailto:tutoring@berry.edu).

One-on-one counseling on time management and study skills

**The Writing Center**                      Memorial Library                      Ext. 5903

Student tutors are available for assistance with writing essays in any discipline. Writing tutors are also available in the evenings in Memorial Library. Check the Writing Center Website for hours.

**Math Lab**                      Science Center 348                      no phone

Student tutors are available for assistance with math coursework.

**Chemistry Help Center**                      Science Center 323                      no phone

Student tutors provide help with chemistry.

## RESPONSIBILITIES OF STUDENTS

Students with disabilities have the responsibility to:

1. Provide the ASC with current and complete disability documentation before requesting services.
2. Know their specific needs as they relate to their disability and how their documentation supports these needs.
3. Talk to their instructors. Let them know of any accommodations needed during the term.

4. Ask ASC at the beginning of each semester to prepare letters for their instructors informing them that disability documentation is on file and specifying appropriate accommodations.
5. If requesting testing accommodations, fill out and submit appropriate request forms before the specified due dates.
6. Be proactive. Seek out help with a class or a problem early in the semester. Utilize other campus resources in addition to ASC.

**ACCOMMODATIONS DO NOT AUTOMATICALLY CARRY OVER TO THE NEXT SEMESTER. THE STUDENT MUST MEET WITH THE DIRECTOR OF THE ASC EACH SEMESTER AND MAKE A REQUEST FOR ACCOMMODATIONS.**

### EXAM ACCOMMODATION REQUESTS

If you are given extended time on exams or a distraction-reduced testing area for exams as an accommodation for your disability, you must make arrangements with your professor and/or the ASC in a timely manner to facilitate the process.

#### WHAT YOU MUST DO:

1. It is your responsibility to make arrangements with your instructor for accommodations. It is not the responsibility of the ASC to contact your instructor about taking tests in the ASC. Talk to your professor about what will work best for accommodating your needs. Some professors may wish to give you the test in his/her office. Others may request that you take the tests in the ASC. Give your instructor an Exam Accommodation Request form for each test you need to take in the ASC. If the instructor is able to accommodate your needs, you do not need to fill out the form.
2. The form must be submitted to the ASC five (5) days before the test is to be given in the ASC so that proctors can be available for your test.
3. If you want to take a final exam in the ASC, you must submit the form three 3 weeks before the test date, again, so that proctors can be hired.
4. You must make certain the instructor a) fills out the request form, b) sends the test to the ASC five (5) days before the test date. Call Kim (233-4080) or Ms. Maynard (368-6960) or drop by the office in Evans Hall, Room 106 to see if you need to remind your professor to get the test to us. This is what we mean by being proactive.
5. Be on time for your test-taking session. The clock starts for your testing session when you made the appointment. For example, if you scheduled your test for 8:00 a.m., your accommodation begins at 8:00 a.m., not when you arrive.) If you have time-and-a-half to take a test for a 50-minute class, you have 75 minutes to take the exam. If you are 30 minutes late for your appointment, you will have only 45 minutes to take the exam.

### BERRY COLLEGE STUDENT DISABILITY GRIEVANCE PROCEDURE

In the event that specific complaints arise regarding the College's compliance with particular provisions of the Americans with Disabilities Act of 1990, a student with a grievance is encouraged to work with the

Berry College personnel most closely involved to resolve the matter informally. If the complaint(s) cannot be resolved informally, the following procedure has been developed for use by students and prospective students to resolve the grievance pursuant to the Americans with Disabilities Act of 1990:

"Grievance" as used in this procedure means a written complaint by any student who believes he or she is a qualified individual with a disability who has been adversely affected by an improper application of one or more College rules, regulations, or policies, or by specified improper actions of any individual affiliated with the College in the capacity of academic personnel, administrative or professional staff, or clerical or service staff.

"Student" as used in this procedure includes persons (1) who are registered for classes at Berry College at the time a grievance pursuant to this policy is initiated; (2) who were registered for classes at Berry College at the time the adverse occurrence that gave rise to the grievance occurred; (3) who have an offer of admission to Berry College; and (4) who have sought admission to Berry College. "Student" includes undergraduate and graduate students at Berry College.

### **STEP ONE**

**A)** If informal discussion with appropriate College personnel does not resolve the complaint, the student will submit a written grievance to the dean of students within thirty (30) working days of the event(s) that triggered the grievance. The written grievance must include:

1. a clear and unequivocal statement of the College rules(s), regulation(s), policy(ies), and/or actions(s) of which the student complains;
2. the date of any action of which the student complains;
3. the names of all the College employees involved; and
4. a summary of the action(s) the student has taken to resolve the matter informally.

**B)** The dean of students, which term for the purposes of this procedure includes an individual designated in writing by the dean of students, will meet with the student within ten (10) working days of the receipt of the grievance.

**C)** If this meeting does not resolve the grievance, the dean of students will conduct an informal investigation of the subject of grievance with the objective of resolving the grievance.

In those cases where the grievance involves a dispute regarding the conduct or requirements of a course or of an academic program, the dean of students will, in addition to consulting with the faculty member responsible for the affected course or academic program, meet with and seek faculty advice from the Director of the Academic Success Center, two faculty representatives and one student. One of the faculty participants must be the representative from the school responsible for the course or academic program from which the grievance originated.

**D)** The dean of students will furnish the student with a written response to the grievance within thirty (30) working days of meeting with the student. The written response will be mailed to the student by certified mail, return receipt requested. If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written response issued by the dean of students will be provided to the Director of the Academic Success Center, to the dean and the

department head in the school responsible for the affected course or academic program, and, when applicable, to the professor responsible for the course.

### **STEP TWO**

**A)** If the student is not satisfied with the written response of the dean of students, the student may present his/her grievance in written form to the Provost within ten (10) working days after receipt of the response of the dean of students. The grievance presented to the Provost will be limited to those matters raised in the student's grievance to the dean of students pursuant to step one of this procedure.

**B)** The Provost, which term for the purposes of this procedure includes an individual designated in writing by the Provost, will within fifteen (15) working days after the receipt of the grievance schedule and conduct a meeting with the student and any other persons involved with the grievance.

When the subject of grievance is the responsibility of another vice president, academic dean, or senior administrator, the Provost will invite the participation of that administrator in the meeting.

**C)** After discussing the facts and issues involved in the grievance with those appearing at the grievance hearing, the Provost will issue to the complainant a written answer to the grievance within ten (10) working days from the completion of the hearing. The Step Two answer or decision by the Provost will be final.

**D)** If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written decision issued by the Provost will be provided to the Director of the Academic Success Center, to the dean and the department head in the school responsible for the affected course or academic program, and, when applicable, to the professor responsible for the course.