

## ADA ACCOMMODATIONS APPLICATION STEPS

Given the significant financial, time and emotional investments involved in obtaining a university education, and our responsibility to maintain an equitable and reasonably fair environment for academic achievement, we must require considerable information from all students requesting ADA 504 Accommodations. The university is eager to provide accommodations to eligible students, and does so without hesitation. But, a student's previous history of accommodations at the elementary or secondary level does not automatically insure that student will receive the same accommodations at the university.

**To request academic, physical, or special housing accommodations at Ouachita Baptist University, follow these steps:**

1. Read and become familiar with the university's ADA 504 Accommodations Policy for Students with Disabilities provided below.
2. Obtain the required documentation (see the detailed descriptions provided within the Documentation Required section of our policy statement).
3. Request a 30-minute appointment to meet, in-person, with the ADA 504 Accommodations Coordinator, Daniel Jarboe, by contacting the Student Development Office (located within the Evans Student Center) and asking for **Michelle Smead, at 870-245-5220 or smeadm@obu.edu**
4. Meet with the ADA 504 Coordinator with your documentation in hand. A determination will then be made concerning the student's eligibility for accommodations, or notice will

be given detailing the additional information that is still required.

5. Official accommodation letters to professors will be provided for approved students. The ADA Coordinator will distribute these letters to students' instructors (or other appropriate university staff) for each semester. Each student is required to request an appointment with the ADA 504 Coordinator at the onset of **every subsequent academic semester** to obtain updated accommodations letters for distribution to the appropriate faculty/staff.

## IDENTIFICATION OF DISABILITY

It is the responsibility of the student to self-identify a disabling condition if he or she desires an accommodation.

***This disclosure must be made to the ADA 504 Accommodations Coordinator, Daniel Jarboe. His office is located in the Counseling Center Suite, on the lower level of the Evans Student Center. His number is 870-245-5591 and email is jarboed@obu.edu***

## OBU POLICY CONCERNING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Ouachita Baptist University supports the goals of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to extend access and opportunity to those who are disabled. It is the University's intention to fully comply with the provisions set forth in these federal laws while maintaining the essential academic standards of the institution. The University does not discriminate on the basis of disability with respect to admission to, access to, or employment in its programs and activities.

Just as the University is responsible for the provision of reasonable accommodations for those who are disabled, the student has responsibilities concerning documentation of the disabling condition and requests for accommodations. The guidelines below have been established to assist students who desire accommodation for a disabling condition.

## DOCUMENTATION REQUIRED

It is the responsibility of the student to provide written documentation of any disabling condition for which he or she desires an accommodation.

***Documentation should be recent (testing completed within the previous three years)*** when concerning conditions that tend to change over the course of time (such as learning disabilities or emotional/mental disorders.) Less recent documentation may be acceptable for disabling conditions that do not tend to change over the course of time (such as many mobility, visual, or hearing impairments).

Those seeking special accommodations for medical/physical health conditions must provide the ADA 504 Coordinator with documentation from their current treating physician detailing not only their current diagnosis, but also the impairment or limitations the problem brings to daily functioning (in areas pertaining to the nature and compromising impact of the condition, such as to mobility, vision, hearing, diet, etc.). This documentation should also include the physician's recommended accommodations for the impaired student.

The documentation must also include a description of the condition's resulting functional difficulties and limitations in an educational setting, as well as the expected severity and longevity of the condition. Documentation should

include suggestions of reasonable accommodations which might be appropriate at the post secondary level. This documentation should be presented to the ADA/504 Coordinator at least 30 days before classes begin.

For learning disabilities, documentation of testing results must be provided by a licensed psychologist or other appropriately certified educational diagnostician. Testing should include a full range IQ test, such as the Wechsler, Woodcock-Johnson III or IV, or the Reynolds Intellectual Assessment Scales (RIAS). Submitted reports must be sure to include achievement test in reading, writing, and math. Although the University does not provide or pay for testing services, the ADA/504 Coordinator will provide referrals for students who desire such testing.

For emotional or mental health disorders, documentation must be obtained from your current treating psychiatrist, psychologist, or a licensed psychological examiner and include any/all DSM-V diagnoses, a summary of your present and most debilitating symptoms, reference to the assessment procedures and evaluation instruments used to make the diagnosis, and a summary of evaluation results (including standardized or percentile scores). This means, therefore, that for those seeking assistance with ADD/ADHD, test anxiety, and many other conditions, **a diagnosis alone is insufficient** to secure eligibility for accommodations. Further evidence (usually involving formal psycho-educational testing results) must be submitted establishing how and to what extent the student's disabling condition is currently impairing their academic performance. If medication is prescribed, the impact of medication on the student's ability environment should be included.



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## REQUESTS FOR ACCOMMODATIONS

The student is responsible for requesting specific accommodations in each course. These requests must be made to the ADA/504 Coordinator in a timely manner. For example, if extended time on an exam is requested after the exam has begun, the student has failed to make request in a timely manner. If the student fails to ask for extended time until late in the semester, the instructor is only required to provide accommodations from that time forward and does not need to offer make up exams.

The ADA 504 Coordinator will facilitate requests for accommodations. Students should make an appointment with the ADA 504 Coordinator immediately after registering for classes and before class sessions begin (though documentation can be presented at any time during the course of a semester, understanding that work required previous to when accommodations are granted cannot be changed, resubmitted, or any exam retaken). At that time an official ADA 504 Accommodations letter/memorandum will be created and distributed by the ADA 504 Coordinator to the student's current instructors. This letter will announce the student's eligibility and detail their afforded accommodations. We ask that students submit their

necessary documentation for review to the ADA 504 Coordinator in the Student Services Office **at least one month prior** to the beginning of their first semester classes. Students taking online course work who wish to request accommodations should also plan to submit their disability documentation at least 30 days before class is scheduled to begin.

Requests for accommodations that are reasonable and that are supported by the student's documentation will be met. The University is not required to lower its academic standards. If the University determines that the requested change would substantially alter essential elements of a course or program of study, the requested modification will not be granted, even if specified in the student's documentation. The university may also refuse to grant a student's request for an accommodation that is not specified in the student's documentation as being essential.

The University is not required to provide accommodations of a personal nature such as personal care attendants, tutors, or transportation services (unless non-disabled students are being transported by the University). Equipment aids (such as a wheelchair, audio recorder, or eyeglasses) also are not the responsibility of the University.

## HOW TO CONTACT US:

**DANIEL JARBOE**, *Coordinator of Counseling Services & ADA 504 Accommodations*

OBU Counseling Center ▪ 410 Ouachita St.  
Evans Student Center 137 ▪ Arkadelphia, AR 71998  
Phone: 870.245.5591 ▪ Email: jarboed@obu.edu

For an appointment, contact the Student Development Office at 870.245.5220  
or Email Dan Jarboe at jarboed@obu.edu

For additional information relative to Students with Disabilities, visit:  
[OBU.EDU/COUNSELING/STUDENTS-WITH-DISABILITIES](http://OBU.EDU/COUNSELING/STUDENTS-WITH-DISABILITIES).

## ASSISTANCE FOR STUDENTS WITH **DISABILITIES** AT OUACHITA BAPTIST UNIVERSITY

### This pamphlet contains:

- ADA Accommodations Application Steps
- OBU policy concerning accommodations for students with disabilities.
- Contact information for Ouachita's ADA 504 Accommodations Coordinator