Alcorn State University

Disability Services: A Division of Student Affairs

Mission

Our mission is to provide academic accommodations and support services, within the resources of the University, which will ensure students with disabilities the opportunity to competitively pursue a college education, limited only by their abilities, not their disabilities.

Alcorn State University is committed to following the Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act (ADA) signed into law in 1990, which prohibits discrimination on the basis of disability.

Location

We are located in the Rowan Hall Health Services Center, next door to the E.E. Simmons Gymnasium, 1000 ASU Drive #779, Alcorn State, MS 39096. We are here to provide optimum services for our students.

Welcome to Alcorn, the staff of Disability Services looks forward to meeting you.

More Information about Disability Services at the University

Visit our website at www.alcorn.edu
1. Click on the Health and Disability Services link near bottom of homepage.
2. Click on the Disability Services link.

Questions

We are happy to help you.
Call (601) 877-6460 or Fax (601) 877-2340
Confidentiality

Disability Services staff respect the confidential nature of disability information, whether conveyed verbally or in writing. Students can authorize Disability Services to release pertinent information about disability needs to campus individuals when there is a legitimate educational interest to do so this could relate to housing arrangements, academic accommodations, instructional strategies and resources, or other circumstances specific to the individual.

Documentation materials and other information about disability-related matters are housed in Disability Services offices. A disability designation does not appear on transcripts or other master university documents, and Disability Services files are not integrated with computerized university records.

Professors are regularly apprised of the confidential nature of disability information shared with them. Accommodation Letters for professors, prepared by the Director of Disability Services and the student with a disability, do not give diagnoses unless requested by the student. They describe the impact or impairments caused by the disability and the corresponding accommodations that are recommended.

Rights & Responsibilities Related to Academic Accommodations

Eligible students and staff have rights and responsibilities related to reasonable accommodations in a post-secondary setting. The process requires collaboration among these groups.

**Students** must provide their documentation to Disability Services, initiate the request for services and/or accommodations in a timely manner, follow established Disability Services policies and procedures, communicate with faculty regarding approved accommodations, and work with their disability specialist as needed.

**Faculty** must provide accommodations as noted in the letter from Disability Services, refer students to Disability Services when necessary, and confer with Disability Services regarding essential components of a course, concerns about exam proctoring, or other disability related issues.

**Disability Services** must respond in a timely manner to students who request services and/or accommodations, determine reasonable accommodations, provide accommodations to qualified students, monitor the university’s compliance with disability matters regarding students, and continue a collaborative partnership with faculty and administration in meeting the needs of students.
Accommodations, Assistance, & Information for Students

Alcorn State University is committed to following the American with Disabilities Act (ADA). Signed into law in 1990, the Americans with Disabilities Act is the nation’s first comprehensive civil rights law for people with disabilities.

Eligibility/Intake Process

1. **Students must identify themselves to the Disability Services Office.**

2. Applications are available at the Department of Health & Disability Services located in the Rowan Hall Health Services Center or via the University’s website homepage at [www.alcorn.edu](http://www.alcorn.edu).

3. Provide the Office of Disability Services with documentation of your disability. Until the appropriate documentation is provided, Disability Services cannot support a student’s request for services.

4. Return or mail the completed application to:

   **Department of Health & Disability Services**
   **Rowan Hall Health Services Center**
   **1000 ASU Drive, 779**
   **Alcorn State, MS 39096**
   **Fax: 601-877-2340**

5. Contact Disability Services at **601-877-6460** to schedule an appointment.

**Important Notice for Students Currently Served through Disability Services**

Each student who wishes to continue to be served by Disability Services must pick up their Notification of Disability letters each semester. If the Notification of Disability letters are not picked up by the student, his/her file will be closed.
Universal Symbols

Not everybody is fully able. Some people are born with disabilities, others acquire them due to injury, and anyone who lives long enough will likely acquire a disability of some sort. These people want, need, and deserve access to our communities.

Access for Individuals Who Are Blind or Have Low Vision

This symbol may be used to indicate access for people who are blind or have low vision, including; a guided tour, a path to a nature trail or a scent garden in a park; and a tactile tour or a museum exhibition that may be touched. (For other than Print or Braille)

Symbol for Accessibility

The wheelchair symbol should only be used to indicate access for individuals with limited mobility including wheelchair users. For example, the symbol is used to indicate an accessible entrance, bathroom or that a phone is lowered for wheelchair users. Remember that a ramped entrance is not completely accessible if there are no curb cuts, and an elevator is not accessible if it can only be reached via steps.

Telephone Typewriter (TTY)

This device is also known as a text telephone (TT), or telecommunications device for the deaf (TDD). TTY indicates a device used with the telephone for communication with and between deaf, hard of hearing, speech impaired and/or hearing persons.

Volume Control Telephone

This symbol indicates the location of telephones that have handsets with amplified sound and/or adjustable volume controls.

Assistive Listening Systems

These systems transmit amplified sound via hearing aids, headsets or other devices. They include infrared, loop and FM systems. Portable systems may be available from the same audiovisual equipment suppliers that service conferences and meetings.

Accessible Print (18 pt. or Larger)

The symbol for large print is "Large Print" printed in 18 pt. or larger text. In addition to indicating that large print versions of books, pamphlets, museum guides and theater programs are available, you may use the symbol on conference or membership forms to indicate that print materials may be provided in large print. Sans serif or modified serif print with good contrast is important, and attention should be paid to letter and word spacing.

Sign Language Interpretation

The symbol indicates that Sign Language Interpretation is provided for a lecture, tour, film, performance, conference or other program.

The Information Symbol

The most valuable commodity of today's society is information; to a person with a disability it is essential. For example, the symbol may be used on signage or on a floor plan to indicate the location of the information or security desk, where there is more specific information or materials concerning access accommodations and services such as "LARGE PRINT" materials, audio cassette recordings of materials, or sign interpreted tours.

Closed Captioning (CC)

TV sets that have a built-in or a separate decoder are equipped to display dialogue for programs that are captioned when selected by the viewer. The Television Decoder Circuitry Act of 1990 requires TV sets (with screens 13" or larger) to have built-in decoders as of July, 1993. Also, videos that are part of exhibitions may be closed captioned using the symbol with instruction to press a button for captioning.
**Opened Captioning (OC)**

This symbol indicates that captions, which translate dialogue and other sounds in print, are always displayed on the videotape, movie or television program. Open Captioning is preferred by many including deaf and hard-of-hearing individuals, and people whose second language is English. In addition, it is helpful in teaching children how to read and in keeping sound levels to a minimum in museums and restaurants.

**Braille Symbol**

This symbol indicates that printed material is available in Braille, including exhibition labeling, publications and signage.

**Audio Description**

A service for persons who are blind or have low vision Audio Description makes the performing arts, visual arts, television, video, and film more accessible. Description of visual elements is provided by a trained Audio Describer through the Secondary Audio Program (SAP) of televisions and monitors equipped with stereo sound. An adapter for non-stereo TVs is available through the American Foundation for the Blind, (800) 829-0500. For live Audio Description, a trained Audio Describer offers live commentary or narration (via headphones and a small transmitter) consisting of concise, objective descriptions of visual elements: i.e., a theater performance or a visual arts exhibition.

**Ramps**

Ramps are essential for wheelchair users if elevators or lifts are not available to connect different levels. However, some people who use walking aids have difficulty with ramps and prefer stairs. Although ramp slopes between 1:16 and 1:20 are preferred the rule of thumb for constructing a ramp is 12” of length for every inch of rise. The ability to manage an incline is related to both its slope and its length. Wheelchair users with disabilities affecting their arms or with low stamina serious difficulty using inclines. In fact many ambulatory people and most people who use wheelchairs can manage a slope of even 1:16.
Permanent & Temporary Medical Conditions:

Injuries, Surgeries, or Illnesses
Alcorn State University will serve students with permanent and temporary medical conditions. A temporary medical condition such as injuries, surgeries, or acute illnesses does not qualify as a disability and is not covered under the Americans with Disabilities Act (ADA) of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent. However, the University recognizes that temporary medical conditions can occur during the school year and may adversely affect a student’s ability to fully participate in classes. Below are strategies and resources for finding needed support during a difficult time.

Proof of Medical Condition/Injury:
Ask your doctor or medical provider what to expect regarding your condition relating to the severity of your condition, impact on your mobility, ability to care for yourself as well as the impact on your ability to attend classes and keep up with your academic workload. Obtain a dated letter from your doctor or medical provider who can provide information about your condition or injury. Information about the duration and limitations of your condition should be included. You may need to distribute copies of this letter to campus staff (e.g., Professors, Financial Aid, Disability Services, Residence Life, etc.).

Contact Your Professors:
Your professors are your most important allies. Keep them informed of difficulties you may face (e.g., getting to class on time, seating, extra space to store crutches or other implements, need for note takers, additional time or scribes for exams).

Attendance and Academic Performance:
Be aware that decisions regarding class attendance, and making up missed work is at the discretion of your professors.

- Talk with your professors about your situation and determine what agreements can be reached about the classes you are going to miss or have already missed.
- When you return to class, make sure to speak with your professors and teaching assistants and find out about any missed work or assignments.
- If you missed or will miss the assignment deadlines, try to work out an agreement with your professors about time extensions.
- Discuss how you might make up for any class participation or labs required. There may be other sections of the same class that you can attend in lieu of the one in which you are registered.
- If you missed a quiz/test/exam/assignment, consult with your professor as soon as possible. Remember professors have deadlines for posting student grades.
- Allow additional time in your schedule for schoolwork and rehabilitation.
- Consider reducing your course load.
- If your condition has caused you to miss a major part of the semester, discuss this with your professors. It may be necessary withdraw or to request an incomplete.
Class Notes:
If you cannot write due to a hand or arm injury, find a student in your class who is willing to take notes for you. There are several ways to work out the logistics.

- Disability Services can provide you with carbonless notepaper (at no charge). Your note taker can take notes as usual, using this paper, and give you a copy immediately after class. Disability Services office is located in Rowan Hall Health Services Center. You can also ask for a photocopy of your classmate’s notes for any missed classes.
- If you cannot find a note taker yourself, ask your professor to find you a volunteer from the class.
- Get permission from your professor to tape record lectures.

Written or Typed Assignments:
Find a volunteer, friend, or family member to write or type your assignment. If this is not possible, you may have to hire an assistant to assist you.

Exam:
Depending on your specific needs, below are some strategies for taking exams. You should discuss your needs with your professors:

- Complete multiple-choice portions of exams by placing a mark next to your selected answer directly on the exam rather than on a Scan-tron sheet.
- Request additional time to complete your exam. Do this before the day of the exam.
- Get permission to take rest breaks during your exams.
- Tape-record your answers.
- For exams that requires use of your hands such as science lab experiments or projects, ask for permission to orally describe what you would do, why you would do it, what you observe, etc.
- Use a scribe (provided by your professor or Disability Services).

If your professor is not able to accommodate you with additional time or a scribe, you or your professor may contact Disability Services at 601-877-6460.

Field placements/Professional Practicum:
If you are scheduled to go out on a field placement experience or practicum during your recuperation, contact the appropriate faculty advisor to discuss your situation.
Campus Accessibility:

Listed are buildings with accessible entrances, restrooms and/or elevators for individuals with mobility or physical impairments.

Clinton Bristow Dining Facility  David L. Whitney HPER Complex
Rowan Hall Health Services Center  Walter Washington Administrative Bui
Campus Police & Fire Station  J.D. Boyd Library
Simmons Industrial Tech Building (1st Floor)  Math & Science Building
Oakland Memorial Chapel  James L. Bolden Campus Union
Fine Arts Building  E.E. Simmons Gymnasium
Financial Aid Building  Bowles Hall
Jacks Spinks Stadium  Agricultural Science Building
Agricultural/Biotech Building  Honors Residence Hall
Revels Hall  New Student Housing Complex

Wheelchair and Scooter Rentals:
CDS Home Care
1911 Mission 66 Vicksburg
Vicksburg, MS 39810
601-883-2999

Hometown Medical:
814 Belmont Street
Vicksburg, MS 39810
601-634-6363

Transportation:
Shuttle services are available on campus. You may contact the Transportation Supervisor at 601-877-3958 for assistance.

Parking:
For information regarding campus parking, please contact Parking Services at 601-877-6822.
Transition from High School to University

Students with disabilities often face additional transitional changes at the post-secondary level.

<table>
<thead>
<tr>
<th>PRIMARY LEGISLATION</th>
<th>High School</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSESSMENT</td>
<td>School conducts assessment and provides student with documentation of disability.</td>
<td>Student must provide current documentation of disability by a qualified professional.</td>
</tr>
<tr>
<td>SERVICES AND MEETINGS</td>
<td>School initiates services and sets up meetings for student (e.g., IEP, 504).</td>
<td>Student initiates requests for services, accommodations, and meetings with University staff.</td>
</tr>
<tr>
<td>EDUCATIONAL GOALS</td>
<td>School often creates and monitors progress for student.</td>
<td>Student develops and monitors own progress.</td>
</tr>
<tr>
<td>COURSE WORKLOAD</td>
<td>May be modified.</td>
<td>Will not be modified.</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>May consist of one to two hours of study time per day, much of it done in class.</td>
<td>Student can expect to study two to three times the number of hours spent in class per week.</td>
</tr>
<tr>
<td>READING</td>
<td>Requirements for classes may be done with minimal outside work.</td>
<td>College is a reading-intensive environment—analytical skills are required.</td>
</tr>
<tr>
<td>ACCOMMODATIONS</td>
<td>Determined by broader educational and legal mandates.</td>
<td>Determined by impact of disability, qualified individual and essential components of course.</td>
</tr>
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</table>
Requests for University Housing Accommodations Based on Disability-Related Needs

Alcorn State University residence halls provide a living environment that allows students access to the campus and its facilities. In compliance with the Americans with Disabilities Act of 1990 (ADA), Alcorn State recognizes that students with disabilities may have special housing needs, therefore a variety of living options are available to these students.

It is the responsibility of the student with a disability to complete a Housing Application and make specific housing needs known to the Department of Residence Life and Department of Health & Disability Services at least three (3) to six (6) weeks prior to the opening of the halls each semester. Failure to submit a complete request by the designated deadline may result in a delay of the requested accommodation. Late requests may also result in limited availability of housing options.

Requests for accommodations are made through the Office of Disability Services located in the Rowan Hall Health Services Center. Forms and supporting materials may be picked up for completion in the Center, or requested via phone or fax.

No accommodations will be considered without a complete Department of Residence Life Housing Application, Request for Housing Accommodations Application, and adequate medical documentation.

Return or mail the completed application to:

Department of Health & Disability Services
Alcorn State University
1000 ASU Drive, #779
Alcorn State, MS 39096
Office: 601-877-6460
Fax: 601-877-2340
Disability Medical Documentation Guidelines

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities have certain protection and rights to accommodation in colleges and universities. To evaluate requests for specific accommodations or auxiliary aids at Alcorn State University, thorough documentation of a disabling condition is needed. Documentation must be recent and include evaluation by an appropriate professional (who is not related to the person being evaluated) describing the current impact and limitations of the disability as it relates to the accommodation request. This standard of documentation also applies to requests for special housing arrangements due to physical or medical conditions that are disabling.

The following guidelines are provided to assure documentation is adequate and appropriate to verify eligibility and to support request for accommodations or auxiliary aids. A legible report or letter, typed or printed on professional letterhead, dated and signed by a qualified professional.

Disability documentation should include:
1) A diagnostic statement identifying the disability/condition, date of the current diagnostic evaluation, and the date of the original diagnosis.
2) A description of the diagnostic criteria and/or diagnostic test(s) used.
3) A description of the current functional impact/limitations of the disability.
4) Treatments, medications, assistive devices/services currently prescribed or used.
5) A description of the expected progression or stability of the disability over the time frame of the individual’s expected college education.
6) The credentials of the diagnosing professional(s) including the training and experience which enable the person capable of making the diagnosis (es).

Accommodation recommendations from the diagnosing professional are helpful and will be given due consideration.

After Disability Services receives a completed Request for Disability Accommodations Packet, the student will be contacted. All applicants will be evaluated on a case-by-case basis. If the documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodations, then Disability Services may require additional documentation.

Return or mail the completed application to:

Department of Health & Disability Services
Alcorn State University
1000 ASU Drive, #779
Alcorn State, MS 39096
Office: 601-877-6460
Fax: 601-877-2340
Service/Assistance Animals
Service animals often referred to as assistance animals are permitted to accompany a person with a disability everywhere on campus. For further information contact Disability Services at 601-877-6460.

Grievance Procedures
Students are asked to contact the Director of Disability Services at 601-877-6460 for problems related to accommodations or other disability related services or treatment at Alcorn State University.

Follow-up and Evaluation of Services
Disability Services will contact students to monitor and evaluate services rendered each semester. Students are expected to keep Disability Services updated on their current contact information. Faculty and staff should inform Disability Services as soon as possible about any problems with approved accommodations.

Americans with Disability (ADA) Syllabus Statement
Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Department of Health and Disability Services at (601) 877-6460 to discuss specific needs. Health and Disability Services is located in the Rowan Hall Health Services Center, 1000 ASU Drive, 779, Alcorn State, MS 39096. The Office of Health and Disability Services coordinates reasonable accommodations for students with documented disabilities.

Request for Academic and Residential Accommodations Checklist:

New Applicants:
1. New Applicants Packet
2. Supporting Medical Documentation (See page 11)
3. Copy of Class Schedule
4. Make an Appointment with Director of Health & Disability Services
5. Renew Request for Accommodations Prior to Each Semester

Renewal Applicants:
1. Renewal Applicant Packet (Pages 1 - 2)
2. Copy of Class Schedule
3. Complete Student Survey (Page 3)
4. Make an Appointment with Director of Health & Disability Services
5. Renew Request for Accommodations Prior to Each Semester