# INTRODUCTION

Please be careful when addressing

NOEL CENTER MISSION STATEMENT

# GUIDELINES FOR DOCUMENTATION

Students with disabilities at Gardner-Webb University have the responsibility to:

Gardner-Webb University has the right to:

Gardner-Webb University has the responsibility to:

Option 3

TYPICAL ACCOMMODATIONS FOR STUDENTS WHO ARE BLIND/VISUALLY IMPAIRED

TIPS:

TYPICAL ACCOMMODATIONS FOR STUDENTS WHO ARE DEAF AND HARD OF HEARING

TIPS

STUDENTS WITH ATTENTION DEFICIT HYPERACTIVITY DISORDER

TYPICAL ACCOMMODATIONS FOR STUDENTS WITH ATTENTION DEFICIT HYPERACTIVITY DISORDER

TIPS

TIPS

STUDENTS WITH MOTOR IMPAIRMENTS

Narcolepsy

TYPICAL ACCOMMODATIONS FOR STUDENTS WITH EPILEPSY

TYPICAL ACCOMMODATIONS FOR STUDENTS WITH TOURETTE SYNDROME

TIPS

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Why do I have to provide academic accommodations?

Are there things I should take into consideration when advising a student with disabilities?

What if I cannot implement a requested accommodation?

What if a student with a disability is disruptive in class?

What do I do if a student approaches me in class requesting accommodations, and I have not received notification of his/her disability from the Noel Center?

Why is extended time on tests recommended so often?

# SECTION III: POLICIES AND PROCEDURES

## POLICY ON NON-DISCRIMINATION

GARDNER-WEBB UNIVERSITY'S GRIEVANCE POLICY

STUDENT GRIEVANCE POLICY

NOTICE OF NONDISCRIMINATION

Grievances Related to Disability

POLICY ON ELIGIBILITY OF STUDENTS TAKING REDUCED COURSE LOADS WHILE MAINTAINING FULL-TIME STATUS

Important:

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  - 
  - 

PROCEDURES FOR EMERGENCY EVACUATION OF STUDENTS WITH DISABILITIES

Purpose:

Scope:

Policy:

General:

KATHLEEN DOVER THEATER/BLANTON AUDITORIUM

Policy

Procedure

COMPUTER LABS

Policy

Procedure

DISABILITY PARGC q0.00000912 0 612 792 4m0 g

PROCEDURES/POLICIES AS RELATED TO DELIVERY OF SERVICES

ACCOMMODATION LETTERS

It is suggested that professors put a statement on the course syllabus similar to the following:

A student needing accommodations to participate fully in all class activities and to fulfill requirements of the class should notify me of the need as soon as possible. Persons must be certified as having a disability by the Noel Center in order to receive accommodations.

NOTE: For satellite centers, testing forms are not utilized. The professor, student and Noel Center disability specialist will decide on appropriate testing procedures, depending on individual needs.

INTERPRETING SERVICES FOR STUDENTS WHO ARE DEAF/HARD OF HEARING

Policy

Procedure

two (2) business days

ten (10) business days

NOTE: For students attending classes on a satellite campus, arrangements for procuring notes will be made on an individual basis.

READER SERVICES

Policy

Procedure

ALTERNATE FORMAT

Policy



reader hours

Procedure

Textbooks

## Procedure

CAREER DEVELOPMENT CENTER

PEER MENTOR PROGRAM

## Procedure

# SECTION IV: APPENDICES

# Appendix I
## Sample Accommodation Letter

The information in this letter is CONFIDENTIAL.

Appendix 2
VOLUNTARY DISCLOSURE FORM

not

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Appendix 3
GARDNER-WEBB UNIVERSITY

Confidentiality Disclosure for University Departments

Appendix 4
GARDNER-WEBB UNIVERSITY

# Authorization to Release Confidential Records

Appendix 6
GARDNER-WEBB UNIVERSITY

Alternate Format Use Agreement Form

Appendix 7
GARDNER-WEBB UNIVERSITY

Appendix 8

GARDNER-

Appendix 9
GARDNER-WEBB UNIVERSITY

# Notetaker Application Form

For Office Use Only

Appendix 10
GARDNER-WEBB UNIVERSITY

REQUEST FOR SPECIAL TEST ADMINISTRATION

Two business days prior to the test

1. TO BE COMPLETED BY THE STUDENT

2. TO BE COMPLETED BY PROFESSOR AND STUDENT

3. TO BE COMPLETED BY THE NOEL CENTER

_____
_____
_____

4. AUTHORIZATION

| | |
|---|---|
| _____ | _____ |
| _____ | _____ |

Appendix 11
GARDNER-WEBB UNIVERSITY

Testing Procedures

Forms:

2 business days

Example:

Example:

filled out completely

Part I-

Part II-

Part III-

Day of Test

5 minutes

15 minutes

15 minutes

Each interpreting situation (e.g., elementary, secondary, and post-secondary education, legal, medical, mental health) has a standard of confidentiality. Under the reasonable interpreter standard, professional interpreters are expected to know the general requirements and applicability of various levels of confidentiality. Exceptions include, for example, federal and state laws requiring mandatory reporting of abuse or threats of suicide, or responding to subpoenas.

## 7.0 PROFESSIONAL DEVELOPMENT

Tenet: Interpreters engage in professional development.

Guiding Principle: Interpreters are expected to foster and maintain interpreting competence and the stature of the profession through ongoing development of knowledge and skills.

7.1

7.2

Appendix 18
AHEAD Code of Ethics

# ACKNOWLEDGMENTS