



Student Accessibility Services
SAS

Student Handbook

SAS Office:
20 Benevolent Street
Box P
Providence, RI 02912
401-863-9588
401-863-1444 (fax)
Web:
www.brown.edu/SAS E-
mail: SEAS@brown.edu

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SAS Services Overview

Student Accessibility Services (SAS) coordinates and facilitates services for students, faculty and staff with physical, psychological, and learning disabilities. Students, faculty or staff members requesting an accommodation due to a disability should contact SAS to begin the registration process. Informing other University offices, faculty, or staff does not constitute registering with SAS. Accommodation requests are evaluated individually, based on documentation and completion of the registration process. SAS also works with students with temporary disabilities.

In compliance with the Americans with Disabilities Act of 1990, an individual with a disability is defined as a person who "has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment." Services for students, faculty and staff members with disabilities are provided by many offices of the University and are coordinated through SAS.

Self-Disclosure

Brown University neither imposes accommodations on students nor pre-empts their responsibility to disclose and define their disability and their need for accommodation. Self-identifying a disability and asking for accommodations are personal decisions. If a student requests accommodations at Brown, they are responsible for completing the process of registering with Student Accessibility Services (SAS) and following through with requests for accommodations.

Registering with SAS

To register with SAS, students need to:

- Complete an Information and Release Form
- Submit current documentation of a disability
- Meet with a SAS professional staff member to discuss services and determine reasonable accommodations

Call 401-863-9588 or email SEAS@brown.edu to begin the process.

Confidentiality Statement:

Students' disability related information will be kept confidential and will not be shared with other offices within the University, outside parties, or parents without permission from the student. The exception to this policy occurs when there is a perceived risk of harm to self or others, in which case appropriate personnel will be notified.

Parents seeking information can be provided general information regarding the policies and procedures of the SAS office. Specific information regarding their student's status with the office, accommodations requested or approved, etc. cannot be shared without consent from the student.

Documentation Guidelines

Students requesting accommodations and/or services under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973 must provide documentation of the existence of a disability and evidence of the need for disability-related accommodations. The registration process outlined below is designed to gather and review documentation:

- Complete the SAS Registration and Release form and any applicable accommodation request forms to provide information about your disability, limitations, potential barriers and effective accommodations.
- Meet with a SAS professional staff member in person or by phone to review your history of disability-related accommodation/service use and to discuss how current needs can be addressed.
- Provide supporting documentation from third parties as needed. This would include assessments and letters relating to the disability and requested accommodations from a healthcare provider, mental health professional, school psychologist, teachers or the educational system and documents such as a neuropsychological or psycho-educational evaluation, Individualized Education Program (IEP), 504 Plan, Summary of Performance (SOP), and teacher observations.

All requests are reviewed on a case by case basis and accommodations are determined through an interactive process. Documentation of a specific disability does not translate directly into specific accommodations. Accommodations are connected to the particular functional limitations associated with the disability and these can vary greatly among individuals with the same condition. Documentation must be current and relevant, but may not need to be recent.

Disability related information is treated in a confidential manner and will only be shared on a need to know basis. Written documentation should be as complete and legible as possible. **We request that written documentation be typewritten letters or reports, signed on letterhead and that they be sent by mail, fax or emailed as a non-editable file directly from the provider.**

Documentation from third parties should include though not necessarily be limited to the following:

1. **The credentials of the evaluator(s).** Documentation should be provided by an appropriate licensed or otherwise properly credentialed professional who has relevant experience and no personal relationship with you.
2. **A diagnostic statement identifying your disability and the diagnostic methodology used.** Documentation should include a description of the diagnostic criteria, evaluation methods, procedures, tests, and dates of administration, along with a clinical narrative, observation, and specific results.
3. **A description of the current functional limitations.** Documentation should include how the disabling condition(s) currently impact. Documentation should provide a clear sense of the severity, frequency and pervasiveness of the condition.
4. **A description of the expected progression or stability of the disability.** Descriptions of the chronic, cyclical or episodic nature of the disability and known or suspected environmental triggers to episodes provide opportunities to anticipate and plan for continuing as well as varying functional impacts. Recommended timelines for re-evaluations can also be helpful.
5. **A description of past accommodations and services as well as recommendations for accommodations going forward.** This could include auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness in alleviating functional impacts of the disability. Provision of an accommodation in another setting does not mean an accommodation can be provided in the college setting, but having this information is helpful to us in making effective decisions about reasonable services and accommodations.

For students who have been diagnosed with **Attention Deficit Hyperactivity Disorder (ADHD) or a Learning Disability (LD)**, we request that you submit a complete psycho-educational or neuropsychological evaluation (including all scores) if one has been done. Such reports highlight strengths as well as weaknesses and often provide additional information about what may be needed and helpful in a college setting. See back of sheet for suggested instruments for these evaluations.

Please contact the SAS office at 401-863-9588 or SEAS@brown.edu if you have questions about what is needed.

Documenting Learning Disabilities and/or Attention Deficit Hyperactivity Disorder (ADHD)

A complete, current psycho-educational or neuropsychological evaluation is recommended. We prefer that students submit an evaluation that has been done using adult scales such as the WAIS (as opposed to the WISC). The evaluation should include instruments that address the following areas:

Cognitive functioning - A complete battery of tests, appropriate for an adult should be conducted, with all subtest and standard scores reported. One of the following would be required: *Wechsler Adult Intelligence Scale*, *Woodcock-Johnson Psycho-Educational Battery: Tests of Cognitive Ability*, or the *Kaufman Adolescent and Adult Intelligence Test*.

Achievement - A complete battery relevant to area(s) of suspected disability(s), often to include a reading assessment, with all subtest and standard scores reported. Examples of commonly used tools include: *Woodcock-Johnson Psycho-Educational Battery IV: Tests of Achievement*, *Stanford Test of Academic Skills (TASK)*, *Wechsler Individual Achievement Test (WIAT)*, and *Nelson-Denny Reading Skills Test*.

Information Processing - An examination of the student's processing strengths and weaknesses to include areas such as short and long term memory, processing speed, meta-cognition, etc. gathered from the comprehensive assessment, diagnostic interview, and examiner's observations of test behavior or the administration of additional instruments.

When documenting ADHD, additional instruments such as those below are usually used in combination:

- Barkley ADHD Symptoms Scale (Childhood and Current Self Report)
- Brown's ADD Scales
- Conner's Adult ADHD Rating Scales (CAARS)
- Continuous Performance Test (CPT)
- Stroop Color Word Test
- Test of Variable Attention (TOVA)
- Trail Making Test A and B
- Wisconsin Card Sorting test

How to Request Accommodations

Contact SAS

College students with disabilities are protected by the Americans with Disabilities Act 1990, as amended 2008. Unlike in elementary and secondary education, where schools must seek out and support students with disabilities, in post-secondary education (college), students must self-identify and specifically request disability related accommodations and supports.

SAS is also glad to meet with students who suspect they may have a disability.

SAS can be reached at 401-863-9588 or email SEAS@brown.edu.

Register and provide documentation

- If you need or have been using disability-related accommodations.
- Request an Information and Release form and Documentation Guidelines.
- Set up an appointment to meet with SAS staff.
- Arrange to bring documentation with you or have it mailed or faxed to SAS in advance (see cover page of this handbook for contact information).
- SAS staff will review the documentation, determine if it is complete and contact you to set up an appointment to discuss accommodations and services.
(See Documentation Guidelines for details)

Notify applicable faculty or department

- Students must notify faculty of a need for academic accommodations by submitting their Academic Accommodation Letter once they have met with SAS to draft it.
- Students using academic accommodations should also meet with faculty each semester to discuss their accommodations and how they will work in a particular course.
- SAS will notify applicable departments once students are approved for Dining, Housing, Parking and SAS shuttle accommodations.
- Students are expected to follow up with the respective departments and follow through with all usual requirements unless specifically directed otherwise.

Report any questions about or concerns with accommodations to the SAS office as soon as possible!

Call 401-863-9588 or email SEAS@brown.edu to begin the process.

Accommodations and Services

Accommodations are determined on an individual basis. Accommodations and services for students with disabilities are provided by many offices of the University, including academic departments, the Dean of the College, Dining Services, Residential Life, and Transportation, and are coordinated by Student Accessibility Services (SAS). Accommodations are made which are suitable and reasonable for each individual situation. A particular accommodation is not necessarily useful to all students. Students are invited to offer suggestions of accommodations that have worked for them in the past. Student Accessibility Services will work closely with each student to provide reasonable accommodations.

Although not exhaustive, Student Accessibility Services has compiled these lists of general accommodations and services that have been provided in the past. Accommodations will be determined on an individual basis, upon the review of documentation and completion of the registration process.

Common Academic Accommodations

- Extended-time for examinations
- Exams in a reduced-distraction space
- Use of a secure SAS laptop (USB and networking disabled)
- Use of a note provider
- Permission to tape-record lectures
- Materials in alternate format
- Reduced course load with prorated tuition, when appropriate
- Extensions on assignments
- Use of assistive technology

Services for Students with a Mobility Disability

- Accessibility Map of the Brown Campus
- Accessible housing and dining hall assistance
- Daytime Accessibility Shuttle and evening shuttle and on-call service for on campus transportation
- Accessible classroom assignments
- Assigned accessible parking at regular fees
- Self-Advocacy workshop

Accommodations and Services

Services for Students with Psychological Disabilities

- Self-Advocacy workshop
- Access to individual counseling and support groups
- Academic advising and study skills counseling
- Consideration of extended deadlines on individual assignments and course completions
- Special housing considerations when appropriate
- Referral to community resources
- Reduced course load with prorated tuition

Services for Students with a Learning Disability or ADD/ADHD

- Self-Advocacy workshop
- Academic advising and study skills counseling
- Extended time and reduced distraction space for exams
- Extended deadlines for some assignments
- Materials in alternate formats that can be read aloud
- Permission to tape record lectures
- Assistance in identifying a volunteer note provider
- Referral to off-campus coaches
- Referral to off-campus clinicians for evaluation
- Reduced course load with prorated tuition

Services for Students who are Deaf or Hard of Hearing

- Interpreting, CART or FM system
- Coordination of interpreter services with Vocational Rehabilitation Agencies
- Assistance in identifying a volunteer note provider
- Alternative means of providing classroom information if interpreting, CART or FM systems are not available
- Visual alarms and bed shaker as well as a visual doorbell in campus residence
- RI Relay Services - information and training
- Hearing Loop in select buildings on campus (85 Waterman, Room 130)
- Referrals for equipment loan and repair

Accommodations and Services

Services for Students Recovering from Alcohol and/or Drug Addiction

- Access to individual counseling and support groups
- Academic advising and study skills counseling
- Consideration of extended deadlines on individual assignments and course completions
- Reduced course load with prorated tuition
- Counseling around appropriate housing alternatives
- Referral to off-campus support, both Twelve Step and other community resources
- Membership in the campus Early Sobriety Group and Lunch Bunch
- Availability of a network of peer support on campus.

Dean for Substance-Free Initiatives (Office of The College) provides consultations to students who have concerns about the effects of substance abuse on themselves or others. For more information, call 401-863-2536.

Dining Accommodations

Dining accommodations can be approved for students with a medical condition or a significant food allergy that would make navigating the dining halls on one's own difficult or potentially unsafe.

SAS reviews and maintains dining related documentation and once approved by SAS, Brown Dining Services provides follow up as required on a case by case basis.

After registering with SAS, and providing documentation, student with SAS approval are referred to Dining Services to meet with the Dietitian. The Dietitian will work with each registered SAS student to understand the student's needs and determine how they can best be accommodated within the current meal plan and dining system.

Dining Services is able to safely and reasonably guide students with a limited number of food allergies to independently make their own food choices. Students with nut allergies typically navigate the dining halls on their own, checking the ingredients lists for food, and making their own food choices. Nut-free options are always available and Dining Services staff can provide ingredients cards for all foods upon request. Dining Services does NOT use nut oils or butters in preparing food in the dining halls, but cautions that all retail locations on campus are considered areas that may contain peanuts, tree nuts and other allergens. Students should use caution when making selections at these locations.

Both the dining halls maintain Gluten and Allergy free options in a special area. More information and approval to access these areas is available by registering with SAS.

Students with one the of the major food allergies to milk, soy, wheat, eggs, fish and shellfish may qualify for special meals with SAS approval.

Please contact SAS for more information and if you have any questions about dining related accommodations.

Dining Services—Dietician can be contacted at 401-863-3343.

The dietitian can consult with student s with any food allergy and arranges special meals for students registered with SAS.

Housing Accommodations

Brown University students with documented disabilities may request special housing accommodations.

On-Campus Room Selection and Housing Lottery

Students with disabilities that need housing accommodations are housed in a range of rooms and residence halls that are fully integrated with other students and appropriate to their semester level. Accessible rooms and restrooms are available within a range of locations and types of housing. Housing accommodations are provided on a case by case basis and often require advance planning and coordination for optimal accommodations to be provided.

Students needing accommodations can live with friends and should plan to enter the Housing Lottery unless otherwise advised. Each year, information is emailed to all students who have used housing accommodations in the past year to both remind them about and explain the current process.

All students seeking housing accommodations are required to register with SAS and can elect to participate in DEEP, the Disability Emergency Evacuation Plan, if they will need assistance evacuating. (See pages 4-5).

Off-Campus Housing

Brown students are required to reside on campus for six semesters. Permission to reside off-campus is granted for all students in accordance with procedures established by Residential Life and students should submit forms in accordance with that process each year they are requesting to live off-campus. Please note that most housing accommodations can be provided within the on-campus housing options, but requests to move off-campus as an accommodation will be considered for students registered with SAS. All requests to live off campus must be based on specific documented needs as opposed to just a general need or desire to be off campus.

Housing Accommodations

Housing requests must be renewed on a yearly basis by submitting a Housing Accommodation Request Form to SAS.

- First Year students entering Fall:**
July 5th
- First Year students entering mid-year:**
December 15th
- Transfers and readmitted students:**
July 5th for Fall semester;
December 15th for Spring semester
- Currently enrolled students:**
February 5th for the next academic year

How to apply for Housing Accommodations

- In order to apply for a housing accommodation, a student must be registered with SAS.
- A student must then turn in a Housing Accommodation Request Form.
- Documentation must be submitted which verifies your disability and also supports the need for specialized housing or housing accommodations.
- Please be mindful of deadlines. Requests will be accepted after deadline have passed, but there may be a delay in getting accommodations in place.

DEEP: Disability Emergency Evacuation Plan

Fire Alarm Building Evacuation Procedures for students who need additional assistance

If you are in your room and unable to evacuate without assistance, Brown Public Safety will need to know you are in the building:

Call Public Safety (401) 863-4111. If there is no answer, leave a message about the alarm in the building, telling them who you are, where you are and that you need assistance. If this line is busy, proceed to step 2 and call 911.

If you think no one is aware of your presence, don't hesitate to call the Fire Department (911) and tell them:

- A fire alarm is sounding in your residence hall
- That you have a disability and need assistance
- The name of your building and your room number
- If it is necessary for you to get out of the building, the fire personnel will carry you right from your room or bed.
- Be prepared to explain the quickest way to disengage any equipment to facilitate the evacuation and give any other necessary instructions.

Evacuation will occur only if necessary.

Note: Public Safety will be provided with the room numbers of students with disabilities registering with DEEP in the event that a rescue is necessary.

DEEP: Disability Emergency Evacuation Plan

If you are in your room and believe you can safely evacuate, feel your door before opening it.

If the door is hot, do NOT open it. If possible, place a towel under the door and wait by the window so you will be spotted by anyone who is attempting to see if the room is occupied.

If you are able to safely leave, please make sure that Brown Public Safety is aware that you are okay and out of the building.

If you are not in your room and use a wheelchair or another mobility vehicle/device:

If you cannot safely reach a ground floor and exit, go to the nearest outside stairwell. Stay on the landing, off to the side.

As a last resort, go to the nearest interior stairwell.

If a fire alarm is sounding, NEVER use the elevators.

Establish a "buddy system" for your residence hall and each of your classes. Your "buddy" can assist you in evacuating quickly or notify emergency personnel of your location in the event that you cannot leave the building without additional assistance.

Smoke Detectors in Residence Hall Rooms

Rooms are equipped with local smoke detectors---these are room specific and will not activate the system (building) fire alarm; the fire department will not be dispatched. This alarm consists of a high pitched squeal. If these alarms are accidentally triggered, open windows and fan smoke out of the room.

Local smoke detectors are equipped with a red or green light, which flashes to indicate that the battery is functioning. If the light is not flashing, the battery is dead. Please call Residential Life (401) 863-3500 or Facilities Management (401) 863-7800, and the battery will be replaced within 24hours.

Parking Accommodations

Students who believe they have a disability-related reason to have a car on campus, should register with SAS, submit a SAS Parking Accommodation Request Form, and provide documentation according to the guidelines that supports the need for parking. Documentation should include where and how often the car will be used off-campus.

SAS Shuttle Information

The SAS Shuttle service is a scheduled van service that runs weekdays from 8:00 am to 7:00pm (or 8 am to 5 pm during daylight savings time) and 7:30 am to 7 pm during the summer. The SAS Shuttle transports students with permanent and temporary disabilities from point-to-point within the campus. Any enrolled student with either a permanent or temporary mobility concern may request this service.

To sign up for the shuttle, you must fill out a SAS Shuttle Service Request form and provide documentation of your disability and mobility concerns.

Students can submit a schedule of times when they will need rides, including the pick-up and drop-off points. Once a request is approved by SAS, the student will be added to the schedule within 24 hours.

Please see the SAS website or contact the SAS Office at (401) 863-9588 for more information or to sign up. Impromptu rides can be provided on an as available basis as well. Students can call the SAS Shuttle dispatcher directly during regular shuttle hours at (401) 225-9572.

Academic Resources

Writing Center

Provides writing assistance for all members of the Brown community and is staffed by trained graduate students from a variety of disciplines. Individual conferences are available, as well as workshop sessions. Appointments are scheduled on the hour and should be requested at least three days in advance. During midterm and final exam periods, please give at least seven days notice. Located in J. Walter Wilson, Room 213. For more information, please call (401) 863-3524. *English Language Learners Services also available in individual or group settings. For more information, contact ELLwriting@brown.edu.

Center for Careers and Life After Brown (CareerLAB)

Conducts workshops, programs and career events for both undergraduate and graduate students. It also provides counseling, career resources, information on internships, research opportunities, employment, as well as tools for self-assessment, career exploration and winning strategies for getting hired. CareerLAB encourages students from all classes to connect with their office as early as possible. Located at 167 Angell St. For more information, please call (401) 863-3326.

Academic Support Center

Conducts study skills workshops that are beneficial to all students. Workshop topics include time management, reading strategies, note taking and test preparation. Run by students who have received training in study skills and facilitation. Offered by appointment on an individualized basis or in groups of four or more. Coaches and workshops are scheduled via ASK. Workshops take place in J. Walter Wilson 310 & 312. For more information, e-mail advising@brown.edu.

Tutoring Program

Provides subject specific tutoring to students seeking academic assistance in classes in which they are currently enrolled. Tutors are qualified undergraduate and graduate students. Peer tutors are available for 1-2 hours a week per course with no fee. Interested students must apply for a tutor. Small group and individualized tutoring sessions are available. Students that are seeking individual tutoring and are registered with SAS, should discuss this concern with a SAS staff member as early as possible. The tutoring office is located in J. Walter Wilson Hall, Room 213. For more information, call (401) 863-2473. Email: Tutoring@brown.edu.

Math Resource Center

Offers assistance on a walk-in basis for Brown students of all levels taking calculus courses. Graduate and undergraduate student staff provide assistance with understanding course concepts and homework assignments on an individual and small group basis. Located in Kassar House. For more information, contact the Math Resource Center Coordinator at info@math.brown.edu.

Other Campus Resources

(visit www.brown.edu for more resources)

Office of Student Life

Programs within Student Life are for all Brown University students and include: Student Conduct, Student Support Services (addressing academic and/or personal concerns), Diversity Initiatives, and SAS. Office of Student Life is located at Graduate Center E. For more information, please call (401) 863-3145.

Health Services

Open to all undergraduate, graduate and medical students. Must have paid the mandatory health fee. Located at 13 Brown Street. For more information, call 401-863-3953.

Counseling and Psychological Services (CAPS)

Offers free crisis intervention, short-term individual and group psychotherapy, community outreach, and referral services to all students. Located in J. Walter Wilson Hall, Room 516. For more information, call 401-863-3476.

Office of Residential Life

Manages housing assignments and addresses general questions and/or concerns. Located at Grad Center E. For more information, please call (401) 863-3500. SAS

Brown Dining Services

Brown Dining has extensive information about nutrition and various options for individuals with specific diets. For more information, call (401) 863-3343. Contact the SAS office for disability related dietary needs.

Private Learning Resources

Coaching/Learning Support

A list of local resources available upon request. These services are offered by off-campus providers who charge fees for their services.

Evaluations for Learning Disabilities and ADHD

Local resources available upon request, usually in combination with meeting with a SAS staff member. These services are provided by off-campus providers who charge fees for their services. We recommend meeting with a SAS staff member to discuss this process.

Assistive Technology Overview

Assistive technology provides a variety of accommodations or adaptations for people with disabilities. The term assistive technology encompasses a broad range of devices from "low tech" (e.g., paper stabilizers, talking calculators) to "high tech" (e.g., computer software, braille readers). Please meet with one of the SAS staff to discuss your needs and how assistive technology may be useful.

Computer Stations

SAS maintains three computers in two libraries for use by students registered with SAS:

Rockefeller Library, Rooms 327 and 329

You must request a key from SAS to access this space.

Windows computer, printer, scanner, copier, headset with microphone

Software: Kurzweil 3000, Dragon NaturallySpeaking, Jaws, Inspiration, and ZoomText

Rockefeller Library, Room328

Video magnifier only. This space is intended to be left unlocked. Ask for assistance if locked.

Sciences Library Room A17

You must request the username and password to use this computer.

Windows computer, printer, scanner, and a headset with microphone on reserve.

Software: Kurzweil 3000, , Dragon NaturallySpeaking, Jaws, Inspiration, ZoomText, and Openbook.

PC and Mac Loaner Laptops for Exams

Eligible students may reserve a laptop for use during tests by contacting SAS at least a week in advance. These laptops have the networking and USB ports disabled so they function essentially as word processors only. Students create a Word document response file on the desktop. SAS will send a copy to the instructor. Instructors must approve each use of a SAS laptop.

Please see the Assistive Technology Policies and Procedures for more information.

Assistive Technology Policies and Procedures

Purpose:

Brown University Student Accessibility Services (SAS) provides certain assistive technologies to students and employees to help ensure equitable access to computers, networks, the Internet, testing and reading materials.

Definitions:

AT: Assistive technology is technology used by individuals with disabilities in order to perform functions that might otherwise be difficult or impossible. For the purpose of this policy, “assistive technology” refers to hardware, software, and peripherals that assist people with disabilities in accessing computers or other information technologies.

(Source: Evergreen State College, Student Affairs:

<http://www.evergreen.edu/policies/policy/accesstoinformationtechnologyforpeoplewithdisabilities>)

Alternate Format Materials. Alternate format materials are typically audio formatted files, or specialized electronic files that allow printed text matter to be “read” out loud via computer speakers or on headphones. These materials are for eligible students who may need additional support with reading comprehension.

SAS maintains PC computers and two Mac laptops with assistive technology software and other assistive hardware at several locations in University Libraries: See Assistive technology overview for descriptions.

Assistive Technology
Policies and
Procedures

Summaries

(see following pages for more details)

SAS provides a scanning/alternate format materials service located at 20 Benevolent St. Printed materials can be scanned to Kurzweil or text formats for eligible students. Text materials provided in bound formats are typically cut so that the pages can be fed through a high-speed text scanning device. After scanning, books are rebound and the electronic files are provided to the student on disc.

Kurzweil 3000 Firefly:

Eligible students can install a version of Kurzweil 3000 on their own PC or Mac laptop to use the software in locations and times other than available at the SAS library computer rooms. A username and password are created for each eligible student. Computers must be connected to the Internet for the software to be activated via the username and password.

SAS Exam Laptops:

SAS has several PC and Mac laptops available for eligible students to use to word process documents during tests. These laptops have the networking and USB ports disabled so they can only be used for word processing. These laptops provide eligible students with a means to submit legible written responses during testing. Students can transport the laptops with the instructor's permission, or the laptops are transported by proctors when applicable.

Livescribe Pulse Pens:

SAS has a limited number of Livescribe Pulse Pens available for students to check out a semester at a time. These pens make MP3 recording of sounds during a lecture which are linked to notes taken in proprietary Livescribe notebooks. Livescribe software allows the student to backup notes and recordings and then play back recordings synchronized to specific notes as an aid to ensuring thorough note taking.

Daisy Players:

SAS has a limited number of Daisy CD players available for students to check out a semester at a time. These are for the playing of downloaded daisy format audio book files such as from Learning Ally (formerly RFB&D)

Digital Audio Recorders:

Students approved for the accommodations can borrow a digital audio recorder from SAS to record lecture audio to use to check the accuracy of notes taken.

Assistive Technology
Policies and
Procedures

SAS Computer Rooms:

SAS computers, hardware and software available in library rooms are provided as a service for the use of eligible students so that students have equitable access to computer technology and related information sources and activities.

Students are expected to treat the rooms and hardware with care so they are not damaged. Students are expected to report damage or technical problems to SAS as soon as possible once a problem is recognized.

Students who want access to the same software on their own computers must generally purchase their own copies. This applies to software such as Dragon NaturallySpeaking, Inspiration, JAWS, Zoomtext, OpenBook. These applications are licensed for specified numbers of computers at a time, so SAS can only provide them on the library room computers at this time.

SAS has the Firefly version of Kurzweil 3000 that allows eligible students to install and use a copy on their own computer. See below for more information.

Students must meet with SAS staff to review how the software offerings function and to be provided with authentication credentials as needed

Students who sign out SAS computer room keys are asked to return them before graduation or transfer.

Students who are provided the username and password for the Science Library A-17 PC are expected to keep the information confidential so that access to the computer is provided to registered students only.

Assistive Technology Policies and Procedures

Alternate Format Materials:

The most common alternate format file produced by SAS is the “Kesi” file which is the file type for Kurzweil 3000 which can read the included text out loud to the user via text to speech synthesis technology. SAS also produces Word and text files for eligible students upon request.

Students are asked to provide sufficient advance notice of the need for materials in alternate format. Four to seven business days is the typical timeframe needed to produce materials.

The SAS office where alternate format materials are produced, is generally open Monday to Friday, 9am to 5pm during academic semester weeks. During the summer break, SAS is generally open 8am to 4pm Monday to Friday.

Students may bring books to be scanned to SAS at 20 Benevolent St.

Students must provide books for scanning in good condition without underlining or other markings on the pages, which make accurate “optical character recognition” difficult.

If SAS staff note that a book is not in a good enough condition for successful scanning, they will ask the student to provide a different copy, better suited for scanning.

Students should give only two or three books to SAS at a time for scanning so that the process does not prevent them from accessing all of their reading materials while alternate format materials are being produced.

If a student thinks that a book must be scanned right away, but the student also thinks he or she may need the book while scanning is being done, we ask that the student make photocopies of any relevant materials so that the student has material to study while scanning is in process.

Assistive Technology
Policies and
Procedures

Alternate Format Materials (continued):

Students requesting alternate format materials must complete a “Request for Books/Articles in Alternate Format” request form. Students must indicate the course, book title, author, edition/year, publisher, output format and date needed.

The request form must be signed by the student.

We also request that students provide proof of ownership of the books, such as a purchase receipt when available. SAS staff will make a copy of the receipt to attach to the Scanning Request Form for our records.

Scanning staff check whether the book has been scanned by SAS before, and if so can usually provide a KESI or text file quickly from our archive.

If a book requires scanning, staff contact the publisher so see if an accessible file is already available.

If a file cannot be received from the publisher in a timely manner, staff begin the scanning process.

If a text requires that the binding be cut so the pages can be fed through the scanner, that step is done by the Metcalf Copy Center, then the pages are scanned and the electronic file created per the student’s request.

After scanning is complete, the pages are rebound at the Metcalf Copy Center, with the book covers, using black binders tape.

The student is contacted to come to SAS to get discs and rebound books.

When applicable, accessible files can be emailed to the student.

Rebound books cannot be sold back to the bookstore or other sellers.

Electronic files cannot be shared by students via networks, peer to peer or other electronic means.

Additionally, eligible students who possess electronic versions of texts are expected to also own the text or else the electronic file must be deleted from the student’s computer/possession.

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Kurzweil 3000 Online Version:

SAS has a “Firefly” version of Kurzweil 3000 that allows eligible students to install and use a copy on their own computer. This is provided because the manufacturer of the software has created a licensing system that allows the University to provide it to all eligible students at a reasonable cost.

Students must get permission from SAS staff to receive a username and password to be able to log in and use the software. An e-mail is sent from Kurzweil with user credentials (username and password) with a download link.

The PC and Mac versions are installed from a download link onto the student laptop. The software has laptop, web and iPad versions which can share Kurzweil files via a web Library cloud storage function.

Users must be connected to the Internet to be able to activate the software with the username and password.

When students are no longer studying at Brown, usernames and passwords are deactivated and the students are no longer eligible to use the specific installation of the software.

Once individuals cease studying at the University, if continued use of Kurzweil 3000 is desired, individuals must purchase their own copy.

Installation of Kurzweil web Version of a student laptop does not imply a responsibility for SAS to fix any technical problems associated with the laptop or any peripherals. SAS staff will try to assist with troubleshooting problems associated with the Kurzweil software to the extent we are reasonably able.

Students remain responsible for their own hardware and software and should get assistance from the Brown Help Desk for technical problems.

Students who purchase their own copies of assistive technology software or hardware are responsible for their own installation and troubleshooting as required.

Assistive Technology
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Other Assistive Technology

Livescribe Pulse Pens:

SAS has a limited number of Livescribe Pulse pens available for semester-long sign-out by students. Students are assigned a pen and notebook and the serial number is recorded.

The student agrees to return the pen at the end of the semester by signing a SAS Equipment Sign-out form which is kept on file.

The student is responsible for the replacement cost if lost or damaged.

A hold will be placed on a student's account if a pen is not returned.

Daisy (CD) Players:

SAS has a limited number of Daisy format CD players available for semester-long sign-out by students.

Students are assigned a Daisy player and the serial number is recorded.

The student agrees to return the Daisy player at the end of the semester by signing a SAS Equipment Sign-out form which is kept on file.

Digital Audio Recorders:

Students approved for the accommodations can borrow a digital audio recorder from SAS to record lecture audio to use to check the accuracy of notes taken.

Other Assistive Technology: Other assistive technology may be available that is not listed here. Please contact SAS for details about availability of specific types of assistive technology.

Assistive Technology
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SAS Exam Laptops:

- SAS laptops are provided to eligible students to use during exams. SAS laptops are not for student's personal use.
- SAS requests that at least one week notice be provided for requesting a SAS laptop so that the reservation can be confirmed or other arrangements made if a laptop is not available.
- Students must secure professor permission to use a laptop. This can be done by emailing SAS to request the laptop and copying the professor so they can acknowledge the student's use of a laptop.
- Upon return of a laptop, student test responses files are emailed to the instructor, and then deleted to prepare the laptop for next use.
- Laptops have all new files deleted between uses. Networking and USB ports are disabled for test security purposes.
- SAS laptop can be picked up from SAS 15-20 minutes before the test period begins. Proctors transport SAS laptops whenever possible.
- Students may transport SAS laptops only with instructor permission in advance. SAS will copy each professor as we confirm details of how the laptop will be picked up and dropped off.
- The proctor or student will return the laptop to SAS immediately after the test ends. When a student has an evening or weekend test involving a SAS laptop when the SAS offices are closed SAS can help to arrange for the professor or TA to obtain the laptop before closing time and then keep the laptop overnight or over the weekend, to be picked up the next business day morning.
- Some professors will agree to let a student use his or her own laptop under close supervision by the TA or proctor.

Test Accommodations Policies and Procedures

Program Description:

Brown Student Accessibility Services (SAS) can assist faculty with arranging extended time testing rooms and proctors, with providing scribes for eligible students needing test writing assistance and can reserve from a limited set of secured laptops for writing test responses using word processing for eligible students.

Policies and Procedures:

General Test Accommodations:

- Faculty are primarily responsible for making their courses accessible to all students. This includes providing extended time testing and other test related accommodations for eligible students.
- Faculty should make efforts to arrange for accommodations-related rooms and proctors through their departments using teaching assistants and graduate assistants whenever possible.
- Faculty should arrange for a separate room and test supervision for students receiving test accommodations, rather than planning for students with extended-time or other time-related accommodations to stay later in the main room. Providing a separate testing space maintains student confidentiality to a greater degree.
- When needed, SAS can assist with making arrangements for test-related accommodations.
- Faculty and students requesting test accommodation assistance from SAS are asked to provide needed information in a timely manner so that SAS has sufficient time to respond to the request.
- SAS asks that requests for assistance with test-related accommodations (room, proctor/scribe, laptop, lectern) be made a minimum of a week to two weeks before the test or exam date.
- SAS can help to arrange test accommodations with more than two week's advance notice, if requested.
- SAS will also make reasonable efforts to assist with test accommodations assistance requests on short-notice as well.
- Faculty are encouraged to make reasonable efforts to meet student accommodations needs even on short-notice.
- Requestors must be aware that on short-notice it can be difficult to arrange for proctors.
- If a proctor cannot be arranged on short-notice, professors are encouraged to make effort to identify a suitable alternative, such as a GA or TA to supervise.

If a student does not provide faculty with a reasonable amount of advance notice to make alternative test arrangements it is permissible to have the student test in the main test room for that specific test or exam, and then to make efforts to provide the accommodation in upcoming tests or exams.

Test Accommodations Policies and Procedures

Information needed for exam assistance requests:

Faculty requesting test accommodation assistance must provide the following information via an online form provided to instructors:

Please note: The items with asterisks are REQUIRED by the Scheduling Office to reserve a room.

- Accommodations requested: (extra time? proctor? laptop?)
- Course(ex. ARCH 1040)
- Exam date:
- Start /end time for the exam with accommodations:
- Start/end time for the main exam administration:
- Location where the main exam will be held (if known):
- Do you want SAS to find a room?
- Do you want SAS to find a proctor?
- Names of students using accommodations (include estimated number):
- How will exam be provided to SAS (email to SEAS@brown.edu? TA will dropoff? Proctor should get it at a location?):
- Exam return (proctor should drop it off? SAS should email it?):
- Are any materials allowed for the exam?
- Professor cell number or other way to answer test related questions:

Test Accommodations Policies and Procedures

Maintaining Student Exam Confidentiality

Maintaining student confidentiality related to disability and accommodations is required by law and is important to students.

Faculty should use the “Bcc” email field to address group emails to multiple students using the same test accommodation arrangements, so that student confidentiality is preserved as much as possible before test time.

SAS suggests wording such emails using general descriptions such as “Students will report to Room ‘x’ in Building ‘y’ to test from (start time to end time)” rather than using specific student names.

Faculty should also take care to remove any forwarded or quoted information from students in messages forwarded to other students via Bcc, so that confidential or identifying information is not accidentally disclosed to other students via email.

When using a SAS laptop:

Please sit near a power outlet and plug the laptop in while using it. The batteries may not last through an entire test period.

If prompted, press “Control + Alt + Delete” and then the user name should automatically display as “SAS_user” and the password field should be blank.

There is no password required to start a SAS laptop. Just press Enter to continue the startup process.

To Save your file while you create it:

Please save the files in “.doc” Word format with filename to include student initials and the course designation and date of exam. (Ex. JC EAST 1410 1-1-2012.doc”)

Save your responses in a Word document file on the computer’s desktop.

PC: Press “Ctrl+s” frequently to save your work

Mac: Press “Apple + s” frequently to save your work.

Return the laptop to SAS with the file saved on the desktop. **DO NOT DELETE YOUR FILE!**

Please shut down the computer and put it and the power cable back in the case for transport back to SAS.

When the laptop is returned SAS staff will email a copy to the instructor and will delete the file from the machine to prepare it for next use.

Grievance Procedure

Disability Discrimination: Reporting Concerns, Informal Resolution and Formal Grievance Procedures

Brown University has adopted these procedures to facilitate the resolution of concerns and complaints alleging disability discrimination in violation of the Americans with Disabilities Act 1990, as amended ("ADA") and/or Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504").

Reporting Concerns

An individual with a concern related to a disability should first attempt to discuss the matter with the Student Accessibility Services ("SAS"), 401-863-9588, which will attempt to resolve the individual's concern.

Informal Resolution

If the individual is not satisfied with the resolution proposed by SAS, the individual should discuss the matter with the appropriate ADA/Section 504 Coordinator as listed below:

- Brown University **students, faculty and staff** should contact the Office for Institutional Equity and Diversity; 401-863-2216.

Formal Grievance Procedures

An individual may file a formal grievance with the appropriate ADA/Section 504 Coordinator after attempting to resolve his or her concerns orally with SAS and the ADA/Section 504 Coordinator. The formal grievance should be filed as soon as practicable.

The grievance must be in writing and include the following:

- The individual's name, address, email address and phone number;
- A full description of the individual's concern;
- A description of the efforts made to resolve the concern through SAS and the ADA/Section 504 Coordinator; and
- A statement of the remedy requested.
- Upon receipt of the grievance, the ADA/Section 504 Coordinator will provide the individual with written notice acknowledging its receipt and promptly initiate an investigation. Upon completion of the investigation, the ADA/Section 504 Coordinator will prepare and transmit a written reply to the individual and the party(ies) against whom the grievance is directed.

US Department of Education Contact Information

Individuals may always contact the following regarding allegations of disability discrimination in violation of Section 504:

Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: -421-3481. FAX: 202-453-6012. TTY# 800-877-8339. Email: OCR@ed.gov

Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. Telephone: 617-289-0111. FAX: 617-289-0150. Email: OCR.Boston@ed.gov