**Office Of Accessibility Services**

**at Belmont University**

The Office of Accessibility Services (OAS) oversees Belmont University’s reasonable accommodation process for students with disabilities to provide equal access to University programs and services consistent with both the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Students requesting reasonable accommodations must first be admitted for admission to Belmont University then eligibility of services must be established through the OAS office before accommodations can be determined.

**HIGH SCHOOL TO COLLEGE**

All students are responsible for making their disability accommodation requests known to the Office of Accessibility Services in a timely manner. Medical documentation provided by the student is kept confidential in the Office of Accessibility Services office and only used to assist students with providing the program access they need. Students transitioning from high school to college or transferring and considering attending Belmont University should plan to tour the campus and review the course program prior to application to determine whether the available resources will meet their future academic needs.

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| --- | --- | --- |
| **Educational Setting** | **K-12** | **Post Secondary** |
| Academic Goal | Success | Equal Access |
| Responsible Party | School System | Student |
| Primary Advocate | Parent/Guardian | Student |

**SCOPE OF SERVICES**

**ACCESS TO CLASS NOTES**

Permission provided to audio-record class lectures

Access to professor’s notes, when available

Permission to use personal laptop for note-taking

Assistance locating a volunteer peer note-taker

**EXAM ACCOMMODATIONS**

Extended time

Reduced distraction area

Use of personal computer to type essays

Accessible test formats to use with a text-to-speech software

**ACCESSIBLE INSTRUCTIONAL MATERIALS**

Textbooks converted to e-text formats

Course handouts and lecture materials converted to e-text formats

**ACCESSIBLE CLASSROOMS**

Preferential seating

Sign language interpreter or transcription services

Accessible desks

**LIAISON SERVICES**

Referral to on-campus and off-campus support resources

Assistance with disability accommodation recommendations to Residence Life

Assistance working with the Division of Rehabilitation Services

**REGISTER FOR ACCOMMODATIONS**

**STEP ONE:** Review our documentation guidelines for establishing disability status located on our [website](http://www.belmont.edu/accessibility). These guidelines can be downloaded and sent to the licensed medical provider.

Note: To proceed to the next step, you must have your Belmont email account set up, as the login credentials are required to access the application. Also, we recommend that you complete the application on a laptop or desktop computer rather than a smartphone

**STEP TWO:** Initiate a disability accommodation request by completing all sections of the **Accommodation Request Application** located on our website and uploading your documentation for review. You will receive an email confirmation once the application is submitted.

Note: Documentation may also be emailed to [accessibility.services@belmont.edu](mailto:accessibility.services@belmont.edu) or faxed to

615-460-6497

Once approved, an eligibility letter will be sent to you. Guidance regarding your next steps will be listed in this letter and will be based on the accommodation approved. For more information, please visit our [website](http://www.belmont.edu/accessibility).

Please be advised that it may take up to 4 weeks to review accommodation requests. We recommend submitting requests as early as possible.

**OFFICE OF ACCESSIBILITY SERVICES CONTACT INFORMATION**

Mailing Address:

Belmont University

ATTN: Office of Accessibility Services

Office of the Dean of Students

Mail Stop: 22100

1900 Belmont Boulevard

Nashville, TN 37212-3757

Campus Location: Beaman Student Life Center Suite 200

Contact Information:

Phone: 615-46-.6407

Fax: 615-460-6497

Email: [accessibility.services@belmont.edu](mailto:accessibility.services@belmont.edu)

Website: [w ww.belmont.edu/accessibility](http://www.belmont.edu/accessibility)

[Accessible Campus Map](https://www.belmont.edu/about/visit/_files/campus-maps/accessibility-map.pdf)

Nondiscrimination statement: Belmont University is a Christian community. The University faculty, administration and staff uphold Jesus as the Christ and as the measure for all things. As a community seeking to uphold Christian standards of morality, ethics and conduct, Belmont University holds high expectations of each person who chooses to join the community. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies, programs, activities, or admissions. The Director of Institutional Equity and Compliance and Title IX Coordinator serves as the coordinator of compliance for Title IX issues and questions for students. Inquiries should be directed to the Director of Institutional Equity and Compliance, Freeman Hall 3rd floor, 1900 Belmont Blvd., Nashville, TN 37212. Phone: 615-460-6894. For more information on Belmont’s nondiscrimination policy, visit the [website](http://www.belmont.edu/notices/nondiscrimination.html.).