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. Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service or sexual orientation. Inquiries or complaints concerning the application of these policies to students should be directed to the Dean of Students, Beaman Student Life Center Suite 200, 1900 Belmont Blvd., Nashville, TN 37212, deanofstudents@belmont.edu or 615.460.6407.

Disability Services at BELMONT UNIVERSITY

The Office of the Dean of Students, Disability Services (DS) 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 DS office before accommodations can be determined.

Students with disabilities must meet the same admission criteria as all students applying to Belmont University. To learn more about the admissions process, schedule a campus tour and consultation with an Admissions Counselor at 615.460.6785.

Disability Services
1900 Belmont Boulevard
Nashville, TN 37212
615.460.6407
BELMONT.EDU/DISABILITY

Disability Services CONTACT INFORMATION

Mailing Address:
Belmont University
ATTN: Disability Services
Office of the Dean of Students
1900 Belmont Boulevard
Nashville, TN 37212-3757

Campus Location:
Beaman Student Life Center
Suite 200

Accessible Campus Map:
BELMONT.EDU/CAMPUSMAP
All students are responsible for making their disability accommodation requests known to Disability Services in a timely manner. Medical documentation provided by the student is kept confidential in the Disability 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 course program prior to application to determine whether the available resources will meet their future academic needs.

### HIGH SCHOOL TO COLLEGE

All students are responsible for making their disability accommodation requests known to Disability Services in a timely manner. Medical documentation provided by the student is kept confidential in the Disability 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 course program prior to application to determine whether the available resources will meet their future academic needs.

### EDUCATIONAL SETTING

<table>
<thead>
<tr>
<th></th>
<th>K-12</th>
<th>POST SECONDARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Goal</td>
<td>Success</td>
<td>Equal Access</td>
</tr>
<tr>
<td>Responsible Party</td>
<td>School System</td>
<td>Student</td>
</tr>
<tr>
<td>Primary Advocate</td>
<td>Parent/Guardian</td>
<td>Student</td>
</tr>
</tbody>
</table>

### SCOPED OF SERVICES

**ACCESS TO CLASS NOTES**
- Permission provided to audio-record class lectures
- Access to professor’s notes when available
- Access to the copy/print services
- Provision of note-taking paper
- Volunteer note-takers are recruited to assist in obtaining class lecture notes

**EXAM ACCOMMODATIONS**
- Extended time
- Reduced distraction area
- Use of personal computer to type essays
- Readers and/or scribes
- Alternative test formats

**TECHNICAL ACCESS**
- Assistance obtaining course textbooks on CD or disk
- Textbooks converted to electronic text
- Access to assistive technology software

**ACCESSIBLE CLASSROOMS**
- Preferential seating
- Sign language interpreter or transcription services
- Scheduling assistance
- 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

**DISABILITY ACCOMMODATIONS**

**STEP ONE**
Have your disability documented by a qualified professional. Refer to the university's documentation guidelines at belmont.edu/disability for specific criteria.

**STEP TWO**
Send your disability documentation, a letter with your specific requests, email address and return mailing address to: Disability Services, Dean of Students Office, Belmont University, 1900 Belmont Boulevard, Nashville, Tennessee 37212 or fax to 615.460.6497.

**STEP THREE**
Once your request and disability documentation have been reviewed using the documentation guidelines, information will be sent to you identifying whether the request has been approved. If approved for services, you will receive directions for scheduling a Disability Services intake meeting to set up accommodations. For approved academic accommodations, students will receive individualized Accommodation Forms to provide to their professors to implement arrangements. Disability housing requests will be reviewed and recommendations will be made to Residence Life for a decision. Students not approved for disability accommodations will receive a letter indicating the reason and include information necessary to have their request reviewed again.

**STEP FOUR**
To implement approved accommodations, students are responsible for meeting with the director and picking up their Accommodation Forms each semester. All forms must be signed by the student and professor then returned to Disability Services to complete the process. Accommodations are not retroactive from the date approved. Accommodations are to be requested in a reasonable amount of time to review and implement arrangements with professors, staff and vendors.