



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.

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 visit www.belmont.edu/admissions.

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: 615.460.6407

Fax: 615.460.6497

Email: accessibility.services@belmont.edu

Website: www.belmont.edu/accessibility

Accessible Campus Map:

www.belmont.edu/campusmap



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 www.belmont.edu/notices/nondiscrimination.html.

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OFFICE of ACCESSIBILITY SERVICES



BELMONT UNIVERSITY

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



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.

EDUCATIONAL SETTING	K-12	POST SECONDARY
Academic Goal	Success	Equal Access
Responsible Party	School System	Student
Primary Advocate	Parent/Guardian	Student



REGISTER FOR ACCOMMODATIONS

STEP ONE: Review our documentation guidelines for establishing disability status located on our website at 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 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 at 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.