

## Assuring Test Security

Alpha staff members are specifically trained in procedures to assure the security and integrity of the testing process. Tests are placed in a locked file cabinet when they are delivered to us. They remain there until the student comes to take the test or until the time designated for the test is past.

If the student takes the test at the appointed time, the completed test is returned to the professor by an Alpha staff member. The person who receives the test must sign a form indicating that the test has been returned to the professor.

If the student does not appear at the appointed time, the blank test is returned to the professor at the end of the time designated for the test. The professor can decide whether or not to give the student another opportunity to take the test.

Alpha will not excuse a student's absence arrange for alternate test times without clear communication from the professor.

## OUR MISSION

*To empower students to choose academic success to their greatest potential.*

## CONTACT US

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ACU Box 29204  
Phone: (325) 674-2667

# TRiO

STUDENT SUPPORT SERVICES

## INFORMATION FOR FACULTY



*Empowering students to choose academic success to their greatest potential.*

Abilene Christian University

West Brown Library

Phone: (325)674-2592

Fax: (325)674-6847

## What Is Alpha?

Alpha Scholars Program combines the resources of a federally funded Student Support Services program and the university-funded Student Disability Services Program.

## Who Are the Students?

Students can qualify for our services if they have academic need *and* meet one or more of the following criteria...

- **First-Generation** – a student whose parents or guardians did not earn a baccalaureate degree
- **Low-Income** – a student whose family taxable income is less than 150% of the annually-determined poverty level
- **Disability** – A student with a documented\* or observable disability requiring university accommodation.

\*Alpha follows documentation guidelines established by the Association for Disabilities in Higher Education (*AHEAD*).

## How Can I Refer a Student?

- Drop us an e-mail or phone call (x2667)
- Walk the student over to the Alpha Office (located on the first floor of the library in the TRIO Services area).
- Refer students through the SOS program.

## How Can I Assist Disabled Students in My Classroom?

1. **Include a statement such as the following on all of your syllabi...** *If you have a documented disability and wish to discuss academic accommodations, please feel free to contact me. The ACU Student Disability Services Office (a part of Alpha Scholars Program) facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Disability Services and you must complete a specific request for each class in which you need accommodations. Call extension 2667 for an appointment with the Director of Disability Services.*
2. **Be willing to meet privately with students who present official requests for accommodations.** Requests are official **only** if they are presented on the form that originates in the Alpha Office and bears the signature of an Alpha staff member. Students retain the civil right to privacy in reference to their disabilities. Please consider meeting with your students in a private context to protect confidentiality.
3. **Do NOT provide accommodations unless the request is official.** Doing so opens up potential liability for you, the university, and the student.
4. **Follow specific guidelines for assisting students with accommodations.** For example, read and follow the process for helping students secure note takers in your class. These requests should be made privately to individual students, not to the class as a whole.
5. **Consider implementing UDL.** Universal Design for Learning mitigates the need for accommodations, and fosters a more inclusive environment for students with AND WITHOUT disabilities. If you'd like information or resources on UDL curricula, contact our office – we'll gladly help you!!!

## We're At Your Service

Alpha staff members are available for class presentations regarding disabilities, learning styles, study skills, test taking skills, time management, etc. Please call extension 2667 to request a class presentation.