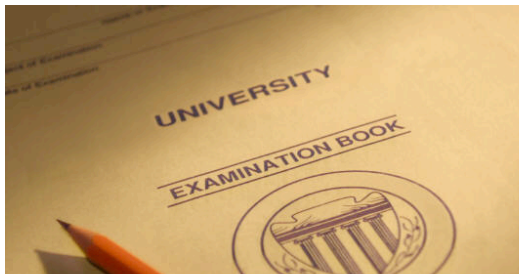


Assuring Test Integrity

Alpha staff members are specifically trained in procedures to assure the 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 extra time to complete the test. Any excuses for not taking a test at the appointed time (illness, family crisis, etc.) must be cleared with the professor before they will be honored by Alpha staff. The professor must communicate permission for the student to take the test with Alpha staff before the student will be allowed another testing time.



Alpha Academic Services Staff

Director	J. Scott Self, M.S.
Assistant Director and Math/Science Tutor Coordinator	James Scudder, B.S.
English/Writing Tutor Coordinator	Lorri Ware, B.S.
Study Skills Tutor Coordinator/ Disability Services Coordinator	Mattia Bray, B.S.
Counselor	Ada Dodd, M.S.; L.P.C.
Administrative Assistant	Jamie Jimenez

ACU Box 29204
Abilene, TX 79699-9204
325-674-2667

Information for Faculty



**Empowering students
to choose academic
success to the level of
their greatest potential**

Phone: 325.674.2667

URL: <http://www.acu.edu/academics/trio/alpha.html>



WHAT IS ALPHA ACADEMIC SERVICES?

Alpha Academic Services is an ACU program that combines the resources of a federally funded Student Support Services program and the university funded Student Disability Services Program. While the primary focus of the program is serving students with disabilities, the grant funding encourages the inclusion of other students as well.

WHAT STUDENTS CAN RECEIVE ALPHA SERVICES?

- **Academic need for services**
low course grades, a low cumulative GPA, referral from a professor, a need for assistance with classroom accommodations, etc.
- **First-generation college student**
student whose parents or guardians did not earn a baccalaureate degree
- **Student from a low-income family**
family taxable income should be no more than 150% of the annually-determined poverty level
- **Student with a disability**
documented or observable requiring classroom accommodation; documentation no more than 3 years old

Students can qualify for participation if they meet **one** of the last three criteria.

HOW CAN I REFER STUDENTS FOR SERVICE?

- Complete a referral card (enclosed with this brochure and available from Alpha) and drop in campus mail. Alpha staff will contact the student to set up an appointment
- Ask the student to call the Alpha Office (x2667) to set up an appointment, or call us when you are visiting with the student.
- Walk the student over to the Alpha Office (located on the first floor of the library in the TRIO Services area).

HOW CAN I ASSIST STUDENTS WITH DISABILITIES 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 Academic Services) 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.
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 the specific guidelines for assisting students that they bring you when they bring an official request for 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.

Alpha staff members are available for class presentations regarding Alpha services. We also offer workshops on various topics such as learning styles, study skills, test taking skills, time management, etc. for class presentation. Please call extension 2667 to request a class presentation.

