



SHORTER
COLLEGE
FOUNDED 1886

ADULT EDUCATION

ADULT LEARNER
HANDBOOK

2023-2024

Shorter College Adult Education Adult Learner Handbook

Table of Contents

Mission Statement.....	3
Vision.....	3
Goals.....	3
Student Responsibility & Policy Statement.....	4
Program Overview.....	5
Hybrid Learning Program.....	5
Periodic Assessment & Exams.....	6
Enrollment.....	7
Minor (16-17 Year Old) Enrollment.....	7
Orientation.....	7
Mentoring.....	7
Class Attendance Policy.....	8
Excused / Unexcused Absences.....	8
Minor Absences.....	9
Inclement Weather Policy.....	9
Code of Conduct.....	10
Anti-Bullying.....	10
Fighting.....	11
Weapons.....	11
Drugs.....	12
Sexual Harassment.....	13
Alternatives to Suspension / Expulsion.....	13
Conflict Resolution.....	13
Complaints / Grievances.....	14
Classroom Computer Use.....	14
Internet Safety & Electronic Device Use.....	14
Confidentiality of Records.....	15
Americans with Disabilities Act.....	15
Student Acknowledgement Form.....	16

Shorter College Adult Education Adult Learner Handbook

MISSION STATEMENT

The mission of the Shorter College Adult Education Program is to prepare and empower adult learners to achieve their education, career, and personal goals. Our primary focus is to assist students in gaining skills to obtain meaningful employment and improve their academic skills as they develop an enhanced understanding of their world.

VISION STATEMENT

The vision of Shorter College Adult Education matches its parent LEA, Shorter College, which excels in providing a challenging teacher-learner environment that will create a holistic transformative individual which embodies the four C's:

- **Competency** – The ability to perform in today's society
- **Character** – To ability to develop a lifestyle of integrity
- **Citizenship** – The ability to embrace social and civic responsibility
- **Culture** – The ability to understand and operate in a diverse environment

GOALS

GOAL 1: ACADEMIC EXCELLENCE:

Enrich academic instructional programs and student services to equip students with the knowledge, skills and abilities to become scholastically and professionally productive in today's global society.

GOAL 2: STUDENT SERVICES:

Improve student support services that will enrich career goals, academic and co-curricular experiences.

GOAL 3: INSTITUTIONAL ADVANCEMENT AND PARTNERSHIPS:

Increase the level of external outreach in order to expand opportunities for working with other educational institutions, alumni, foundations, government agencies and business partners in ways that increase potential sources of funding and produce associations for mutual benefit.

GOAL 4: OPERATIONAL & RESOURCE ENHANCEMENT

Advance the institutional and environmental resources by further streamlining the college's operations where efficiencies can be gained, making optimal use of prior investments in systems, re-aligning infrastructure with evolving needs, securing protected information, and minimizing waste attributable to technology use.

GOAL 5: STUDENT ENROLLMENT AND RECRUITMENT

Increase student enrollment and refine student recruitment strategies to recruit and retain a diverse student population.

ADULT EDUCATION PHILOSOPHY

The Adult Education Program at Shorter College is founded on the belief that all students can learn and that education, along with the proper tools will help develop skills necessary for a successful future.

Shorter College Adult Education Adult Learner Handbook

STUDENT RESPONSIBILITY

Each student should study this handbook and become familiar with the organization and regulations of the Shorter College Adult Education Program.

POLICY STATEMENT

All statements reflect policies in existence at the time this handbook went to press. The Shorter College Adult Education Program reserves the right to change policies at any time and without prior notice.

Shorter College Adult Education Adult Learner Handbook

PROGRAM OVERVIEW

ADULT BASIC EDUCATION (ABE)

The ABE program offers instruction in basic literacy skills: reading, language, writing and math. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, writing, basic math computation, and math problem solving. The curriculum is designed to prepare the student for further education, enhance basic skills required for job placement or advancement, and empower students to achieve their goals. Each person may do individualized work at his/her own pace. Enrollment is open-ended; students may enter and exit the program as they choose.

INSTRUCTION

The Adult Education learning experience includes computer-aided instruction, teacher-led small group instruction, and teacher-assisted individual instruction. Upon enrollment, an Student Learning Plan is developed for each learner, based upon his/her preferred learning style(s) and diagnostic assessments.

CURRICULUM

Shorter College Adult Education Program offers a curriculum consistent with the 2014 GED® Test's subject matter and is aligned with the College and Career Readiness Standards. The curriculum includes introductory academic courses and those designed to enhance the adult learner's ability to succeed in the workplace or post-secondary education.

FINANCIAL AND COMPUTER LITERACY

Financial Literacy and Computer Literacy are currently provided for students enrolled in adult education programs through the WAGE Level 1 Certification program. They are embedded into the classes and designed to assist enrolled students in becoming literate in the use of technology and in financial management. This includes money management and budgeting.

To help protect an adult learner's welfare when they navigate the Internet, the adult education program will educate adult learners about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

HYBRID / DISTANCE LEARNING

Our distance education program uses web-based programs (Essential Ed, Aztec, among others) that allow students the flexibility and convenience of studying outside the traditional classroom setting. Students may attend traditional classes WHILE engaging in distance learning away from school. Students are required to complete at least twelve (12) hours of face-to-face class time before enrolling in our Hybrid Learning Program. Once in the Hybrid Learning Program, students will need to attend class once per week for 2-4 hours and supplement the remaining time (minimum of 10 hours weekly) online. Students still need to be tested every 40 hours to determine student growth.

Shorter College Adult Education Adult Learner Handbook

PERIODIC ASSESSMENTS & EXAMS

TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is a nationally recognized instrument designed to assess reading, math, and language skills for adults. It is administered to an incoming adult learner upon enrollment and periodically (40-60 hours) after that. The results enable teachers and administrators to diagnose, evaluate, and successfully place examinees unacceptable levels of adult education instruction and measure academic progress.

ARKANSAS CIVICS EXAM

Arkansas State Law requires all entering 16-18 year old students to pass an Arkansas Civics Exam. If a student has completed this exam within a school system, the student (or guardian) must obtain documentation from the said school system and provide a copy to Shorter College Adult Ed. If a copy cannot be obtained, the student must take the exam again before taking an official GED Exam.

GED® READY TEST

A passing score of 145 on the GED® Ready Test is required in Arkansas as a prerequisite for taking the Official GED® Test in each subject area. The GED® Ready Test must be taken in an approved Adult Education Center.

OFFICIAL GED® EXAM

The GED® Test is a comprehensive test that evaluates one's ability to read, write, and compute. There are four subject areas: Language Arts, Mathematics, Social Studies, and Science. Along with the content areas, the exam measures problem-solving skills, critical thinking skills, information-processing skills, and communication skills.

Shorter College Adult Education Adult Learner Handbook

ENROLLMENT PROCEDURES

Enrollment in the Adult Education Program at Shorter College is a managed entry- and exit process. Individuals 18 years of age or older may enroll in the program on scheduled enrollment dates during the year. Registration includes completion of an online registration form, an intake form and participation in orientation. Shorter College Adult Education provides accommodations for students with documented disabilities by contacting the center director in room 206.

Under special circumstances, individuals sixteen or seventeen years of age may be enrolled in the Shorter College Adult Education Program.

16 / 17-YEAR-OLD ENROLLMENT STEPS

1. All 16–17-year-old students must take all three (TABE) assessments and must make a 535 on two (2) subject areas to be considered for enrollment.
2. All intake documentation, including state ID must be completed and submitted before enrollment can proceed.
3. Additionally, the minor and guardian MUST meet with the Director of Adult Education for an interview.
4. Arkansas State Law dictates that 16–17-year-old must attend class for a MINIMUM of 20 hours weekly.
 - a. If a student has a full-time job (32 hours per week), then a student must attend for a MINIMUM of 10 hours weekly.
 - b. In addition, an official schedule or pay stub must be provided every pay period to prove employment.

ORIENTATION

During the intake session, the adult learner Handbook will be reviewed, and the adult learner will complete appropriate forms. This handbook provides information regarding the Adult Education Program's rules and procedures as well as an explanation of GED® testing procedures. During the orientation session, the adult learner will discuss and complete a Student Learning Plan. Educational and career goals will be addressed. Students will meet a career coach to handle or assist any of the student's needs. In addition, the student will also begin the process of attaining an Arkansas Workforce Alliance for Growth in the Economy (WAGE) Certificate.

MENTORING

At Shorter College Adult Education, mentoring is seen as a pivotal role between the learners and the faculty and staff. From the moment a learner walks through the door, our staff prides itself on meeting the needs of the student for that learner to reach their personal and educational goals. The learner can be expected to receive personal guidance, job skills training, and a connection to community resources, through our Career Coach. In addition, the instructors will support learners academically in adult basic education, financial literacy, and digital literacy. Shorter College Adult Education vows to create an inviting and inclusive environment for all learners. Although it is not mandatory, we do encourage students to take an interest in other learners' lives, to hear their stories, to celebrate everyone's successes, and lift each other up in cordial, productive daily fellowship.

Shorter College Adult Education Adult Learner Handbook

ATTENDANCE

General Attendance Policy

To complete an Adult Education class, an adult learner must regularly attend class sessions, exhibit exemplary conduct, and complete all required classwork. The school is financed by State and Federal funds based on enrollment and completion of classes and programs. Therefore, adult learners MUST be in regular attendance to ensure the continuation of the class. Classes with attendance below twenty adult learners per hour are subject to reduced hours or cancellation. Individual adult learners may be dropped due to a lack of attendance.

Children in class

Children are not permitted in Adult Education classes. Adult learners must make childcare arrangements.

Course Cancellation or Withdrawal

Shorter College Adult Education reserves the right to discontinue, shorten, postpone, combine classes, and/or change instructors.

First Class Attendance

Attendance is required at the first-class session, or adult learners may be replaced with someone on the waitlist.

Tardiness

Promptness is an important character trait that adult education program staff is encouraged to model and help develop in our college adult learners. At the same time, promptness is the responsibility of each adult learner. Adult learners who are late to class show a disregard for both the teacher and their classmates, which compromises potential adult learner achievement.

Tardiness to college classes is disruptive, and repeated tardiness cannot be tolerated. When excessive tardiness is a problem, a director-designated teacher or paraprofessional will address the tardiness with the adult learner on a case-by-case basis.

Excused Absences

Excused absences are those where the adult learner was on official college business or when the absence was due to one of the following reasons, and the adult learner brings a written statement upon his/her return to college from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

The adult learner's illness or attendance could jeopardize the health of other adult learners.

- Death or severe illness in their immediate family.
- Observance of recognized holidays observed by the adult learner's faith.
- Attendance at an appointment with a government agency.
- Exceptional circumstances with prior approval of the Director.
- Absences for adult learners excluded from college by the Arkansas Department of Health during a disease outbreak because the adult learner has an immunization waiver or whose immunizations are not up to date

Shorter College Adult Education Adult Learner Handbook

Unexcused Absences

Absences not defined above or not having an accompanying written statement from the parent, legal guardian; a person having lawful control of the adult learner; or person standing in loco parentis, or appropriate government agency is stating such reason presented upon the adult learner's return to college, may be considered as unexcused absences.

Minor Absences

16/17-aged learners shall not be absent, as defined in this policy, more than six (6) days in a semester. When a minor learner has three (3) absences, his/her guardian or person in loco parentis shall be notified that the adult learner has missed half the allowable days for the semester. The notification shall be by telephone by the end of the college day in which such absence occurred or by regular mail with a return address sent no later than the following college day. Upon his/her return to college, the adult learner will provide documentation regarding the absence.

Whenever a minor in an adult education program exceeds six (6) absences in a semester, the adult education program shall notify the prosecuting authority. The parent, guardian, or person in loco parentis shall be subject to a civil penalty prescribed by law. Adult learners with six (6) absences in a semester shall forfeit enrollment in the current managed enrollment session but are eligible to re-enroll in the program the following semester. Excessive absences, however, shall not be a reason for expulsion or dismissal of an adult learner.

Failure to comply with directions, verbal or written, of university officials, or those appointed to act on behalf of the university, including Adult Education personnel, in the performance of their duties will result in dismissal.

INCLEMENT WEATHER POLICY

Shorter College remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the President and other government bodies. Information regarding delays and cancellations will be distributed via the website, social media, and regional and local news.

Adult learners are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the adult learner to immediately contact each of his/her instructors upon return to explain the circumstances and to determine the need to complete any missed

Shorter College Adult Education Adult Learner Handbook

CODE OF CONDUCT

The Adult Education Program is designed to serve adults. Adult learners are expected to be mature and responsible in their general behavior. They are expected to respect others' rights and privileges, be honest in their social and academic conduct, and present themselves in a manner that brings credit to themselves and the college.

Shorter College reserves the right to dismiss any adult learner whose behavior is considered undesirable or harmful to the institution. Our goal is to provide an effective learning environment for every adult learner. The adult learner's behavior in the classroom shall be conducive to the learning process for all concerned.

Classroom Environment

Disruptive language or behavior will not be tolerated.

Any adult learner wearing an article of clothing that displays foul language or inappropriate graphics, or includes anything related to gangs, will be asked to leave.

Misconduct in class, such as interruption of class, inappropriate language, or arguing with the teacher or other adult learners, will result in dismissal.

Cell Phone Use

Cell phone use in the classroom is not permitted. An adult learner may keep a phone in his/her pocket or purse, but it should be turned off at all times. If an adult learner needs to phone or text, he/she is expected to step outside the classroom. If an adult learner needs to be contacted in an emergency or otherwise, the caller should reach the adult learner by calling the appropriate classroom phone number provided at orientation.

Consequences:

1. The first infraction will result in a warning
2. a second infraction will necessitate a conference with the program director
3. continued infractions will result in the loss of the privilege of having a cell phone in the classroom.

Anti-Bullying

Shorter College Adult Education believes that all adult learners have a right to a safe and healthy school environment. The program will not tolerate behavior that infringes on the safety of any adult learner. An adult learner shall not intimidate, harass, or bully another adult learner or any staff member through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, teasing, name-calling, or threats, and social isolation or manipulation.

The Shorter College Adult Education Program expects adult learners and/or staff to immediately report bullying incidents to the Director of the program or designee. Staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated.

Shorter College Adult Education Adult Learner Handbook

Consequences: Adult learners who bully violate this policy and are subject to disciplinary action up to and including termination from the program.

- Any adult learner who engages in bullying will be subject to disciplinary action up to and including termination.
- Adult learners are directed to immediately report incidents of bullying to a classroom teacher or Director.
- Adult learners can rely on staff to promptly investigate each complaint of bullying thoroughly and confidentially.

If the complainant adult learner feels that appropriate resolution of the investigation or complaint has not been reached, the adult learner should contact the Director of Adult Education.

Fighting

An adult learner shall not threaten, physically abuse, or attempt to abuse or behave in such a way as to be perceived to threaten bodily harm to any other person (adult learner, college employee, or college visitor). Any gestures, vulgar, abusive, or insulting language, taunting, threatening, harassing, or intimidating remarks by an adult learner toward another person who threatens their well-being are strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular college hours, and in a place where a public college employee is required to be in the course of his or her duties, for any person to address a public college employee using language which, in its ordinary acceptance, is calculated to:

- cause a breach of the peace;
- materially and substantially interfere with the operation of the college;
- arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Adult learners guilty of such an offense may be subject to legal proceedings in addition to adult learner disciplinary measures.

Weapons

Definitions

"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

"Possession" means having a weapon on the adult learner's body or in an area under the adult learner's control.

"Weapon" means any: Firearm; Knife; Razor; Ice pick; Dirk; Box cutter; nun chucks; Pepper spray, mace, or another noxious spray; Explosive; Taser or other instruments that use electrical current to cause neuromuscular incapacitation; or Any other instrument or substance capable of causing bodily harm.

Shorter College Adult Education Adult Learner Handbook

No adult learner shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after college while in college, on or about college property, before or after college, in attendance at college or any college-sponsored activity, en route to or from college or any college-sponsored activity, off the college grounds at any college bus stop, or any college-sponsored activity or event.

Suppose an adult learner discovers before any questioning or search by any college personnel that he/she has accidentally brought a weapon, other than a firearm, to college on his/her person, in a book bag/purse, or his/her vehicle on college grounds and the adult learner informs the principal or a staff person immediately. In that case, the adult learner will not be considered a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until the adult learner's parent/legal guardian pick up the weapon from the college's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the adult learner as otherwise provided for in this policy.

Except as permitted in this policy, adult learners found to be in possession on the college campus of a weapon shall be recommended for expulsion for not less than one year. The Director shall have the discretion to modify such expulsion recommendations for an adult learner on a case-by-case basis. Parents or legal guardians of minor adult learners expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on college property. Parents or legal guardians shall sign a statement acknowledging that they have read and understood said laws before readmitting the adult learner. Parents or legal guardians of an adult learner enrolling from another college after the expiration of an expulsion period for a weapon policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on college property.

Drugs

No adult learner in the Shorter College Adult Education program shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the adult learner represents or believes to be any substance as defined in this policy. This policy applies to any adult learner who; is on or about college property; is in attendance at college or any college-sponsored activity; has left the college campus for any reason and returns to the campus; is en route to or from college or any college-sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter an adult learner's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

The sale, distribution, or attempted sale or distribution of over the counter (OTC) medications, dietary supplements, or another perceived health remedy not regulated by the US Food and Drug Administration or prescription drugs is prohibited except as permitted under Policy 4.35-ADULT LEARNER MEDICATIONS.

Shorter College Adult Education

Adult Learner Handbook

Tobacco-Free Campus

Shorter College is a smoke-free campus. Use of tobacco products, including smokeless tobacco, is prohibited on the Shorter College. This applies to all tobacco products including electronic products.

Sexual Harassment

Shorter College has a policy that prohibits sexual harassment or discrimination against any staff, faculty, and student of the college on the basis of sex. Actions related to sexual harassment or discrimination based on sex are also prohibited by law, Section 703, Title VII of the Civil Right Act of 1963 and Title IX of the Educational Amendment Act of 1972. Any member of the Shorter College community who violates any of these Acts faces potential legal consequences.

The Shorter College adult education program shall report criminal activity to the justice system or juvenile delinquency system by notifying local law enforcement.

Alternatives to Suspension/ Expulsion

Repeated infractions and conduct policy violations may necessitate an adult learner's release from the regular program. In that case, an adult learner who is 18 years of age or older may request to continue as a Distance Learner but must maintain 10-20 hours weekly, attend 2 virtual meetings with an instructor, and attend mandatory in-person assessment every 40 hours as scheduled by staff.

Conflict Resolution

Shorter College Adult Education believes that all adult learners have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to disagree openly. With this freedom comes the responsibility to discuss and resolve disagreements with respect for others' rights and opinions.

- The adult education program shall report any adult learner who brings a firearm or weapon to college to the criminal justice system or juvenile delinquency system by notifying local law enforcement.
 - ✓ Adult learners are to resolve their disputes without resorting to violence.
 - ✓ Adult learners can rely on staff to intervene in any dispute likely to result in violence.
 - ✓ Adult learners needing help resolve a disagreement or adult learners observing conflict should contact a classroom teacher or other staff In Adult Education.
 - ✓ Conflict resolution procedures shall not supplant the staff's authority to prevent violence, ensure campus safety, maintain order, and discipline adult learners.
 - ✓ Adult learners needing help resolve a disagreement or adult learners observing conflict should contact a classroom teacher or other staff in Adult Education.
 - ✓ Conflict resolution procedures shall not supplant the staff's authority to prevent violence, ensure campus safety, maintain order, and discipline adult learners.
 - ✓ Should a conflict remain unresolved after these interventions, the matter may be appealed to the Director of Adult Education.

Shorter College Adult Education Adult Learner Handbook

Complaints and Grievances

Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), or the day-to-day management of the adult education program need to address those complaints according to the following sequence:

Teacher, Director, or another staff member against whom the complaint is directed.

Other than in the few instances where statutorily allowed or required, adult learner discipline and personnel matters may not be discussed in board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above. Grievances may be provided to the center director in room 206.

Unless authorized by the board for a specific purpose, no individual board member has any authority when acting alone. Adult education program constituents are reminded that the board serves as a jury in matters regarding adult learner suspensions initiated by the Director, expulsions, and personnel discipline.

Classroom Computer Use

Adult learners will NOT be allowed to use internet services freely on the computers provided in the Adult Education classrooms or computer labs. The computer will be only for assignments designated by the classroom teacher, which pertain to the adult learner's study program. Adult learners are not allowed to print materials in the classroom.

Consequences: The first infraction will result in a warning; a second infraction will necessitate a conference with the program director; continued infractions will result in the loss of computer privileges except for proctored testing such as GED® Ready and Official GED® testing.

Also, any misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university, the adult education department, or another user without permission is a violation of Shorter College's Computer Use Policy. Such a violation will result in a referral to the Vice-Chancellor for Academic Affairs.

PERSONAL USE OF COMPUTERS FOR ANY PURPOSE IS NOT ALLOWED.

Internet Safety & Electronic Device Use

The Shorter College Adult Education program makes electronic devices and/or Internet access available to adult learners to permit adult learners to perform research and to allow adult learners to learn how to use electronic device technology. The use of adult education program devices is for educational and/or instructional purposes only.

Shorter College Adult Education Adult Learner Handbook

CONFIDENTIALITY OF ADULT LEARNER INFORMATION: ACADEMIC RECORDS PRIVACY RIGHTS

As a rule, an adult learner's academic record is confidential and will not be released to unauthorized persons without the adult learner's written approval. The following items are considered public information and may be made available upon inquiry unless the adult learner requests nondisclosure: name, address, phone number, enrollment status, and attendance dates. Request for nondisclosure is effective until the adult learner notifies the Adult Education office, in writing, that the request is to be voided.

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing an array of confidentiality rights for students and families. This law is required to be upheld by all school employees. There are significant sanctions and penalties that can be imposed for violating this law. In fact, one of the conditions for receiving federal funds requires procedures and adherence to FERPA. Reasons for confidentiality under FERPA: Confidentiality of student information protects embarrassing personal information from disclosure. This is particularly true where the wrongful release of information about children and families might also lead to discrimination or cause prejudicial treatment. The confidential provision also protects family security. This may pertain to; personal safety or job security where the release of specific information might lead to loss of employment. Finally, confidentiality needs to be assured for families and students to seek needed services without fear of retaliation, discrimination, prejudicial treatment, or stigmatization. If students or families believe confidential information will not be maintained, they may be less likely to seek needed mental health services, free lunch, exceptional children services, or a host of other critical services.

(Full text of the federal regulations can be found at:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>)

SERVICES FOR THE DISABLED

The ABE Program adheres to the provision of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The College has a policy to accommodate people with disabilities, pursuant to federal and state law, and to provide equal opportunities. (College Policy). Students' requests for accommodations should not exceed 90 days.

The purpose of providing accommodation is to ensure that students with disabilities are granted the opportunity to access programs and services offered by the college. Requested accommodations are considered on a case-by-case basis by the Coordinator of Disability Services, who works with faculty to ensure both access and academic standards are maintained. Students requesting services must meet with the Disability Services Coordinator and provide sufficient documentation of the disability prior to receiving accommodations. Accommodation is not retroactive and do not result in modification of the essential academic elements of the course. If you are an ADA student, it is the obligation of the student to present your accommodations paperwork to your instructor (for each class you are enrolled in).

Please contact **Tara Shephard** at 501-374-6305 ext. 226 or tshephard@shortercollege.edu with any questions.

Shorter College Adult Education Adult Learner Handbook



STUDENT HANDBOOK ACKNOWLEDGEMENT

I have read and understand the policies and procedures of the Shorter College Adult Education Program. I agree to adhere to and abide by the policies that is written in this Student Handbook.

Print Name

Student Signature

Date

Staff Signature

*Place in student file.

