9.3 DISABILITY & SUPPORT SERVICES

Link to Disability & Support Services

Responsible Unit : Disability Support Services

Reference : Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act

Date Approved : May 3, 2010

Date Revised :

The role of Disability Support Services (DSS) is to ensure that students with disabilities are provided equal access to College programs, activities and services as required by law. The Americans with Disabilities Act (ADA) is used as a guide to define disability. Services provided are based on the individual need of each student and may include assistance with academic advising, career and supportive counseling, adaptive technology , textbooks in alternate formats (audio, electronic, enlarged, or brailled), assistance with lecture notes, interpreters for students who are deaf or hard of hearing, readers, scribes, tutors, testing accommodations, parking permits, and assistance in obtaining additional services through community resources.

All services are voluntary and must be requested by the student. Students requesting reasonable accommodations are required to provide documentation of their disability. The documentation must be current, demonstrate existence of a disability, support the reasonable accommodations requested, and have been written, signed, and dated by a qualified examiner. After a thorough review of a student's documentation, DSS staff will determine the accommodations which will be most effective in assuring a student's access to academic programs.

DSS does not conduct testing to diagnose learning disabilities but will provide referral information to students for such evaluations.

Students should contact the DSS office for an appointment as soon as possible to discuss documentation requirements, reasonable accommodations and procedures for notifying instructors. DSS will notify instructors of a student's accommodations only at the student's request. A request form is available in the DSS office and online and must be completed by the student every semester.

It is important that faculty provide accommodations only to those students for whom they have received written notification from the Director of Disability Support Services or a Disability Resource Manager. Students requesting accommodations from faculty should be referred to DSS so that their disability can be documented and assistance be provided to the student and

faculty member. Providing accommodations without proper documentation can put the faculty, the student, and the institution at risk.