Purpose

The purpose of Mountwest’s Office of Student Disability Services is to coordinate services for qualified students with disabilities as they pursue their educational goals at Mountwest Community & Technical College. This office acts as a liaison between students with disabilities and faculty. Students must declare and provide appropriate documentation of their disability to this office in order to receive services. Documentation must include the stated disability, suggested academic adjustments and auxiliary aids, and the impact it is anticipated to have on the student’s learning experience. Academic adjustments and auxiliary aids provided CANNOT fundamentally alter the nature of the coursework.

General Information

Hours of Operation:  Fall and Spring
    Monday - Thursday  7:30 am - 6:00 pm
    Or by appointment

    Summer
    Monday - Thursday  7:30 am - 5:30 pm

Confidentiality

Mountwest views all documentation regarding a student’s disability as confidential. All medical, psychological, and other records provided will be kept in the student file, and only released as allowed by FERPA (Family Education Rights and Privacy Act of 1974). Faculty is only notified of the student’s right to the approved academic adjustments and auxiliary aids. Specific disability is not disclosed to the faculty.

Who is a person with a disability?

A person with a disability is one who has a physical or mental impairment, has a record of such impairment, or is regarded as having such an impairment which limits one or more major life activities, and has documented proof of such impairment.
Academic Adjustments and Auxiliary Aids

Under the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and equal rights to access programs and services. Also under Section 504 of the Rehabilitation Act of 1973, at 34 C.F.R. Section 104.44 (a) and (d), the College is obligated to provide modifications to its academic requirements and auxiliary aids to qualified students with disabilities to ensure that they are not denied the benefits of or excluded from participation in the College’s education programs. To obtain such modifications and auxiliary aids, students with disabilities must provide documentation of his/her disability to: Jill Kelley, kelleyj@mctc.edu, 304 710-3368, Student Services room 101J or Debbie Spencer, spencerd@mctc.edu, 304 710-3369, Student Services 101M. Documentation must be from a licensed or certified professional (physician or psychologist) and must contain evidence to support the need for academic adjustments and auxiliary aids in the learning environment. Examples of academic adjustments and auxiliary aids may include, but are not limited to:

- Extended test taking time
- Distraction reduced environment
- Use of a calculator
- Oral testing
- Notetakers or scribes
- Use of a recording device for lectures

Under the law, students are entitled to reasonable academic adjustments and auxiliary aids in the pursuit of their academic goals, and so that the effect of their disability does not unfairly interfere with either their learning process or grading and evaluation.

Students will not receive academic adjustments and auxiliary aids until all proper documentation is received and processed.
How to Apply for Classroom Academic Adjustments and Auxiliary Aids

- Complete the Student Disability Services request form (a copy is included in this booklet)
- The counselor will set up an appointment within three business days to discuss the student’s request, anticipated services, and explain what documentation is needed
- Student is responsible for providing needed documentation to receive services
- Counselor and student will meet again to complete the Faculty Notification forms for each class, documenting the approved academic adjustments and/or auxiliary aids
- Student will be responsible for contacting each faculty member to have the Faculty Notification form signed. Student does not have to reveal the nature of the disability to faculty; however, students are encouraged to advocate for themselves. Student must return the original signed forms to the Office of Student Disability Services immediately.
- Students must contact the Office of Student Disability Services and request renewal of services each semester, and will be provided Faculty Notification forms each semester. Documentation will be kept on file and will not need to be presented each time.

Faculty Procedures

Each class syllabus should include the purpose statement from this book and the contact information for the Student Disability counselors. If a student indicates that he/she has a disability and desires academic adjustments and/or auxiliary aids, please direct the student to the Student Services Office to speak to the counselors for Student Disability Services. This will ensure that proper documentation is received and the appropriate process is followed for each individual student.

Students must provide each instructor with the Faculty Notification form for signature if academic adjustments and/or auxiliary aids are requested. If a faculty member has any questions or difficulty in providing the determined academic adjustments and auxiliary aids, he/she is asked to contact a Student Disability counselor immediately.

Students who request and are determined eligible for private testing and extended time must make arrangements with both the instructor and the counselor at least one business day prior to testing.
Documentation Standards

Documentation should include:

• A clear statement of the diagnosis/disabling condition
• A summary of tests, methods, and/or criteria used to make the diagnosis, including standardized scores of psychological testing
• A description of the impact of this condition and how it is anticipated to affect the student’s ability to engage in the learning environment of a college
• Recommendations for academic adjustments and auxiliary aids
• Documentation must be no more than five years old
• NOTE: A high school IEP or 504 Plan will be accepted as a reference, but is not considered to be proof of disability. An Individual Education Plan (IEP) is part of IDEA – 2004 – The Individuals with Disabilities Education Act. This covers students only through high school graduation.
Specific Academic Adjustments and Auxiliary Aids and Policies

Note Taker Policy
The student with the disability must be in class in order to receive notes from their note taker. Note takers will leave the class if a student is more than 10 minutes late for class. If a student misses class, it is the responsibility of the student, not the note taker, to get notes or missed assignments.

Tape/Digital Recorder Policy
Only students who have a documented disability and approved academic adjustments and auxiliary aids of taping a lecture can do so without an instructor’s permission.

Test Taking Policy
When private testing is required, tests must be taken during normal business hours. Both the instructor and disabilities counselor must be provided at least one business day notice by the student of the request for private testing so a testing room can be reserved.

Interpreter Services
Interpreters are hired each semester based on need. It is the responsibility of the student to register with Student Disability Services and to provide all required documentation in order to receive interpreter services.

Service Animal Policy
The owner of a service animal needs to be registered with the Office of Student Disability. The owner of the service animal is responsible for its care and wellbeing at all times in this institution.

Other Policies Priority Scheduling
Prior to the start of each semester, students who have documented disabilities on file are eligible for early registration. This will allow students to meet with an advisor and schedule appropriate classes, as well as an opportunity to review and update any needed academic adjustments and auxiliary aids requests.

Course Substitution Policy
If a student has been diagnosed with a specific learning disability, an appropriate course substitution may be needed. The student and the counselor will meet in order to discuss this proposed substitution, and the counselor will present the proposal and supporting documentation to the appropriate dean for approval.
STUDENT DISABILITY SERVICES REQUEST FOR ACADEMIC ADJUSTMENTS AND AUXILIARY AIDS

Date of Request _______________ Semester ________________________
Student Name ___________________________________________________
ID # 942- _____________________ DOB _____________________________
Email Address ___________________________________________________
Phone (Home) ________________ Phone (Cell) ______________________
Describe your disability ___________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
What academic adjustments and/or auxiliary aids are you requesting?
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Do you have/can you provide documentation of your disabling condition?
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

If you have questions, please contact:
Jill Kelley - kelleyj@mctc.edu | phone: 304-710-3368 or
Debra Spencer - spencerd@mctc.edu | phone: 304-710-3369

Office of Student Services | Disabled Student Services | One Mountwest Way | Huntington, WV 25701
The following student has requested classroom academic adjustments and auxiliary aids due to a disability. The student has provided required documentation of that disability, and these accommodations have been assigned.

Date __________________________  Semester ________________________

Student Name ___________________________________________________

ID # 942- _____________________  DOB _____________________________

Email Address ___________________________________________________

Phone (Home) ________________   Phone (Cell) ______________________

The following academic adjustments and auxiliary aids have been determined to be appropriate for this student:

- Note taker in class
- Use of calculator
- Braille documents
- Time extension given on all tests (amount _______
- Private testing with reduced distractions
- Oral presentation of tests
- Sign language interpreter
- Other _______________________________________________
- Other _______________________________________________

Should you have any questions or concerns about how to implement these accommodations, you should contact:

Jill Kelley - kelleyj@mctc.edu | phone: 304-710-3368 or
Debra Spencer - spencerd@mctc.edu | phone: 304-710-3369

__________________________________________ _____________________
Student signature    Date

__________________________________________ _____________________
Faculty signature    Date

__________________________________________ _____________________
Counselor signature    Date