

MCTC Office of Student Services

Disabled Student Support

Resource and Information Manual

Purpose

The purpose of MCTC's ADA Student Support Services is to act as a facilitator of services for qualified students with disabilities as they pursue their educational goals at MCTC. The office coordinates services between the student and faculty and will assist in providing reasonable accommodations for students with a registered disability on file. The appropriate accommodations will be granted to students who are registered with the ADA office and who have provided the office with appropriate documentation from a licensed or certified professional. Documentation must be appropriate for evaluating the student's disability and the impact the disability will have on the student's academic performance.

Students will need to bring the appropriate documentation to the ADA student coordinator at MCTC. The student and the ADA Student Coordinator will meet in order to discuss the accommodations for which the student is entitled. The ADA Student Coordinator will notify the student's instructor's in writing as to the accommodations the student is entitled to receive. The ADA Student Coordinator will provide these letters to the students. The students will then hand deliver these letters to their instructors.

We encourage students to be independent and to be advocates for themselves in terms of ADA services. The office maintains an open door policy and students are encouraged to stop by at their convenience.

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General Information

Contact Information:

Nicole Wilson, MA, LPC, LSW

Educational Counselor

CTC-B5B

One John Marshall Drive Huntington, WV 25755

304-696-3876

Rakes7@mctc.edu

Hours of Operation:

Monday-Thursday 7:30-7:00pm

Friday 8am-4pm

---Scheduled exams must be taken and completed during office hours.

Confidentiality

MCTC views all documentation concerning a student's disability as confidential. Any written material regarding the student's disability is kept in a student file and only released as allowed by FERPA (Family Educational Rights and Privacy Act of 1974). According to confidentiality laws it is only necessary to share with faculty the information that a student has a documented disability and the need for accommodations. Faculty members have no need to know the nature of the disability.

What does "Disabled Student" mean?

A disabled student is.....A person who has a physical or mental impairment which limits one or more major life activities and has a documented record of having such impairment.

January 25, 2010

Getting Started.....

By law, MCTC must provide reasonable academic accommodations to students with disabilities who have provided the necessary documentation of their disability and are currently enrolled. Requests for accommodations must be reviewed by the ADA student coordinator at the beginning of every semester in order to insure that student needs are being met.

Accommodations

Under the Americans 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. In order to access these rights, an individual must present documentation of his/her disability. This documentation must be provided by a licensed or certified professional (medical doctor, psychiatrist, neurologist, etc.) and must contain evidence to support the need for accommodations in the learning environment. The student and the ADA Student Coordinator will then meet in order to address the needs and the reasonable accommodations that can be provided to the student. The ADA Student Coordinator will provide letters to the student and the student will deliver them to their instructors. Such accommodations may include but are not limited to:

Extended Test Taking time

Distraction reduced environment

Use of a calculator

Oral Testing

Note takers and readers

Tape Recording Lectures

Initiating Services & Accommodations

Students will not receive accommodations until all proper documentation, which clearly describes the disability, has been received and evaluated by the ADA Student Coordinator (See Documentation Standards). This documentation must be current (no more than 5 years old). Documentation should also be submitted on letterhead stationary from the appropriate licensed professional. **NO** diagnosis on a prescription pad will be accepted. Students must come to the Student Services ADA Office each semester to receive accommodations.

Important Note: You should immediately alert the ADA Coordinator and/or instructor if you are having difficulties with any accommodation, service or class.

How to Apply for Classroom Accommodations:

STEP ONE: COMPLETE A REQUEST FOR SERVICES APPLICATION

Students who are requesting accommodations must complete a *Request for Accommodations Form*. When possible, the application should be completed prior to the beginning of the semester.

STEP TWO: PROVIDE DOCUMENTATION/VERIFICATION OF DISABILITY

A student with a physical, sensory, psychiatric, health-related, or learning disability must provide documentation verifying a disabling condition by a licensed health care professional who is qualified in the diagnosis of the disability and is currently or recently associated with the student. The student must present the verified documentation to the ADA Student Coordinator prior to obtaining accommodations and services.

STEP THREE: ARRANGING ACCOMMODATIONS

Upon review of the required documentation of a disability, a meeting will be held with the student and the ADA Student Coordinator to discuss the specific accommodations. Official Notification of Accommodations Letters will be provided to the student to deliver to their instructors. The letters detail the specific accommodations the student is to receive. The ADA Coordinator will not disclose the type of disability, only the approved accommodations or services.

MCTC Procedures

Receiving Accommodation Notification

At the start of each semester or as soon as a student has completed the documentation process, each faculty member of a registered student with a disability will receive a *Notification Letter* from the ADA Student Coordinator. This letter will indicate what accommodations the student and the ADA Student Coordinator recommend based on his/her diagnosis.

Instructors

If a student indicates that he/she has a disability and he/she desires an accommodation, please request that they come to the Student Services Office to register for services. This will ensure that the appropriate documentation is in-place prior to meeting the student request for accommodation.

Documentation Standards

Documentation should include:

1. Date of the most recent visit to diagnosing professional.
2. A clear statement of the diagnosis and the date of the original diagnosis.
3. A summary of diagnostic tests, methods, and/or criteria used to make the diagnosis including evaluation results and standardized test scores if applicable.
4. A description of the current functional impact of the disability including specific test results, specific substantial limitations related to the disorder, especially those involved in attending a post-secondary educational institution.
5. Recommendation for accommodations.

Policies Regarding ADA services

Note Taker Policy

The student with a disability must be in class in order to receive notes from their note taker. Note takers will leave class if a student is more than 10 minutes late for class. If the student misses class, it is not the responsibility of the note taker to get your notes. The student will be required to speak with the instructor in order to make up any missed work.

Tape Recorder Policy

Only students who have a documented need are able to tape record lectures. Please see the office of student services in order to secure a tape recorder and sign it out for your class.

Test Taking Policy

Tests must be taken during normal business hours. Tests must be scheduled with the office of student services in advance so that a testing room can be reserved. All tests must be turned in and completed by the close of business.

Service Animals Policy

Owners of the service animal must have a documented need for the animal on file with the ADA Student Coordinator in the Office of Student Services. The documentation must clearly state that the student needs to have the animal in order to attend class. The student who has the service animal is responsible for its care and well being and will be held responsible for any damage done by the animal.

Priority Scheduling Policy

Prior to the beginning of each semester, students who have documented disabilities on file will be given the opportunity to register for classes early. This will allow the student time to meet with an advisor and schedule appropriate classes. It will also be an opportunity to review and update any needed accommodation requests.

Interpreter Policy

Interpreters for hard of hearing and deaf students are hired each semester based on need. It is the responsibility of the student to contact the ADA Student Coordinator in the Office of Student Services in order to make sure an interpreter can be available for their scheduled classes.

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 ADA Student Coordinator will meet in order to discuss the need

for a course substitution. The ADA Student Coordinator will compile the necessary documentation in letter form and submit this to the appropriate dean for determination.

IMPORTANT

Steps to implementing authorized accommodations:

1. Each semester you must request accommodations from the ADA Student Coordinator in the Office of Student Services.
2. For each confirmed accommodation, students will receive notification letters which they must deliver to their instructors.
3. Please remember, in addition to delivering the letter to each instructor the student must verbally discuss each of the authorized accommodations needed from the instructor for that class. **Requests for accommodations must be made in person.**
4. Authorized accommodations should be requested from the instructor at least one week prior to expecting any accommodation to be provided, particularly for accommodations that require planning and arrangements for implementation such as extra time on tests.
5. If you feel that you need additional accommodations to those listed on your letters, immediately make an appointment to see the ADA Student Coordinator.
6. If you find that you require a previously authorized accommodation that you are not currently receiving make an appointment to speak to the instructor in person as soon as possible to make arrangements for implementation of the accommodation. Some accommodations will take time for the instructor to arrange.
7. If an authorized accommodation that you have formally requested from the instructor is not being implemented properly, first speak to the instructor about the problems you are having.
8. If a problem with the accommodations is not resolved after speaking to the professor, immediately contact the ADA Student Coordinator in the Office of Student Services at 304-696-3876 to discuss the problem.

MCTC

REQUEST FOR ACCOMMODATIONS

In order to receive academic accommodations students must fill out a request form before the beginning of each semester and meet with the ADA Coordinator to confirm accommodations.

Term _____

Name _____ ID Number _____

Email Address _____

Phone Number _____

Please list accommodations by class, requested accommodation, and full name of instructor:

| Course and # | Accommodation Requested | Name of Instructor |
|--------------|-------------------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

SIGNATURE _____

MCTC

Guidelines for Test Accommodations

Name _____

Date _____

Accommodations to be provided:

This request was sent to the following instructors' via _____

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

You should now meet with each instructor to discuss the accommodation and decide and agree on who will provide the accommodation- the instructor or the Office of Student Services.

If the Office of Student Services is providing the accommodation please follow this procedure:

1. Come to the Office of Student Services several days before the test, and an advisor will schedule your test which will include the date and time of the test and where the staff member will pick up the test.
2. On the day of the test you will come to the Office of Student Services and take the test. The staff member will have picked up your test, will sit with you while you test, provide any needed services-reading/writing responses, etc. if needed, and return the test to the instructor. If you are not able to test at the scheduled time please call us at 304-696-6282

IT IS YOUR RESPONSIBILITY TO SCHEDULE THE EXAM-NOT YOUR INSTRUCTOR.

If you have any questions or concerns please call Student Services -304-696-6282

MCTC

Office of Student Services Notification of Accommodation

Student: _____

Date: _____

Course: _____

Dear Instructor:

The above named student is eligible for services as a student with a disability included in the Rehabilitation Act Section 504, as amended. This disability has been verified by documentation. This documentation is available for your review.

Under the law, students with disabilities are due "reasonable accommodations" in their academic pursuits, so that the effect of their disability does not unfairly interfere with either their learning process or their grading and evaluation. It is recommended that the following accommodations be provided to the student.

- Note taker in class
- Use of calculator
- Braille documents
- Time extension given on all tests (double time)
- Isolation in separate room without distractions
- Test should be read orally to student
- Interpreter will be in classroom
- Other _____

As the instructor, these testing arrangements are at your discretion. However, we will be happy to help with arrangements in the Office of Students Services.

The above named student should contact you shortly to verify these needs. If you have any questions regarding this request please contact me at the Office of Student Services.

Thank you in advance for your assistance

Nicole Wilson MA, LPC, LSW
Educational Counselor
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rakes7@mctc.edu

January 25, 2010