



Accessibility Services Handbook

One Mountwest Way
Huntington, WV, 25701

<https://www.mctc.edu/>

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ADA: IT'S THE LAW

AFFIRMATIVE ACTION STATEMENT

It is the policy of Mountwest Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merit without regard to race, gender, color, religion, sex, marital status, disability, veteran status, sexual orientation, national origin, age, or any other protected status. This policy is in compliance with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and all other applicable federal, state and local statutes, ordinances and regulations. This policy extends to all Mountwest Community and Technical College activities related to the management of its educational, financial and business affairs. It affects all employment practices including but not limited to, recruitment, hiring, transfer, promotion, training, compensation, benefits, layoff and termination.

THE AMERICAN WITH DISABILITIES ACT (ADA) OF 1990

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination solely on the basis of disability in employment, public services, and accommodations. The person must be otherwise qualified for the program, service, or job. The basic requirement of the law as applied to institutions of higher education is: all programs, services, facilities must be accessible to or usable by persons with disabilities. Mountwest Community and Technical College will provide reasonable accommodations to ensure an opportunity for participation in college classes and student activities to all qualified students with disabilities.

SECTIONS 504 OF THE REHABILITATION ACT OF 1973

Section 504 of The Rehabilitation Act of 1973 states: No otherwise qualified individual with a disability in the United States shall, solely by reason of his/ her disability, be excluded from the participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.

WHAT THE LAW REQUIRES

- Students are not required to assume the responsibility for securing necessary accommodations.
- The College is required to provide reasonable accommodations for a student's known disability so that a student has an equal opportunity to participate in courses, activities, or programs.
- The Office of Civil Rights (OCR) ruled that a college/ university may not charge students for necessary accommodations.

FUTURE STUDENTS

WELCOME

The Division of Student Services welcomes you to Mountwest Community and Technical College. The Division of Student Services provides a variety of assistance to foster the educational and personal growth of all students. To complement the College's mission, the Division of Student Services provides resources through student engagement, academic support, counseling, accessibility services, career services, and veterans affairs, as well as service to the community at large.

Accessibility Services is committed to student success, as well as, providing appropriate accommodations for students with disabilities to ensure equality throughout your college experience. This handbook contains procedures, policies, references, and contact information for the various aspects of your college career.

PRE-ADMISSION MEETINGS

Accessibility Services is available to meet with future students prior to admission to Mountwest. Pre-admission meetings may cover topics such as eligibility for services, documentation, or types of accommodations available. Please contact:

Allison Flanagan, Director of Accessibility and Wellness
Phone: 304-710-3417
Email: flanagana@mctc.edu

ADMISSIONS

The admissions process at Mountwest Community and Technical College is the same for all students. For admission information or to meet with an admissions counselor, please contact:

Director of Admissions
Eric Keck
304-710-3413
kecke@mctc.edu

TYPES / QUALIFICATIONS OF DISABILITIES

DEFINITION OF ACCESSIBILITY

The Americans with Disabilities Act (ADA) defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

It is important to remember that in the context of the ADA, "disability" is a legal term rather than a medical one. Because it has a legal definition, the ADA's definition of disability is different from how disability is defined under some other laws.

WHO QUALIFIES FOR ACCESSIBILITY ACCOMMODATIONS

A qualified individual with a disability is one who can provide documentation of such a disability. Acceptable documentation includes an Individualize Educational Plan (IEP) from a high school, 504 plan, psychological evaluation, or documentation from a professional. All documentation must be approved by the Director of Accessibility and Wellness in order for appropriate accommodations to be provided. If documentation cannot be provided, Mountwest may be able to assist with finding an appropriate agency for testing.

Some common disabilities (including but not limited to) are:

- Attention Deficit/Hyperactivity Disorder
- Blindness/ Low Vision
- Learning Disability
- Autism Spectrum Disorder
- Medical/Physical Disability
- Psychological/Psychiatric Disorder
- Deaf/Hard of Hearing
- Epilepsy
- Spinal Cord/Traumatic Brain Injury

CONFIDENTIALITY

A student's right to confidentiality is not only a right, but the law. In all cases, Accessibility Services does not have the ability to release information regarding services that a student may receive without prior written permission from the student, except where permitted by law.

Mountwest strives to protect students' rights to confidentiality; therefore, one must be aware of situations that might breach that right.

- Accessibility Services views all materials pertaining to a student's disability as confidential. This policy is based upon government mandates regarding the confidential treatment of Accessibility-related information.
- All disability-related information for students at Mountwest Community and Technical College is housed in the Office of Accessibility Services. Paper documentation is stored in an individual file in a locked filing location. Electronic documentation and notes will be stored in a secure electronic medical record system. Access to these files is limited to the Accessibility Services Staff.
- Accessibility information may be discussed only when a student submits a signed "Student Consent for Access to Education Records", FERPA release form to the Registrar's Office.
- The Family Educational Rights and Privacy Act of 1974 (FERPA) also known as the Buckley Amendment, and the Americans with Disabilities Act (ADA) do not allow faculty or others access to Accessibility-related information.
- According to the Association on Higher Education and Disabilities (AHEAD). "Disability related records provided by a physician, psychiatrist, psychologist, or other recognized professional are not subject to free access under FERPA.
- According to AHEAD, "It is only necessary to share with the faculty the information that a student has a documented disability and need for accommodation(s). Faculty members have no need to know the nature of the disability, only that it has been appropriately verified by the individual (office) assigned this responsibility on behalf of the institution."
- A student may request to review the contents of his or her own file in the presence of the Director of Accessibility and Wellness, or designee. All information in the file is the property of the Office of Accessibility Services.
- The Office of Accessibility Services will retain all disability documentation for five years after a student's last enrollment at Mountwest Community and Technical College.

Should you experience a breach in confidentiality, the first step would be to file an informal grievance report with the Director of Advising. A copy of that report can be found in this handbook. Once the informal grievance report has been filed, the Director of Advising will begin an investigation with the student and third party in question.

CODE OF ETHICS

Accessibility Services adheres to the Code of Ethics established by the Association of Higher Education and Accessibility (AHEAD) as follows:

We agree that these principles are the Code of Ethics for postsecondary Accessibility service providers. As professionals, we are responsible for upholding, supporting, and advancing these ideas whenever possible. Members of AHEAD agree to monitor themselves and their peers in accordance with the spirit and provisions of this code, as determined by the following principles:

- Postsecondary Accessibility Service providers are committed to facilitating the highest levels of educational excellence and potential quality of life for postsecondary students with disabilities.
- Postsecondary Accessibility Service providers strive to achieve and maintain the highest levels of competence and integrity in all areas of assistance to adult students with disabilities. This support is guided by the consistent use of objective, professional judgment in all areas, especially when addressing the confidential nature of the student's disability.
- Postsecondary Accessibility Service providers continually participate in professional activities and educational opportunities designed to strengthen the personal, educational and vocational quality of life for students with disabilities. This includes the on-going development of strategies, skills, research and knowledge pertinent to the highest quality of Accessibility Service delivery whenever and wherever it occurs.
- Postsecondary Accessibility Service providers carry out their responsibilities in accordance with AHEAD professional standards and policy guidelines for adult students with disabilities. When certified, licensed, or affiliated with other professional organizations, they comply with those professional guidelines as well.
- Postsecondary service providers are actively engaged in supporting and clarifying institutional, state, provincial & federal laws, policies & procedures applicable to the services delivered to students with disabilities. Compliance implies that professionals will not condone or participate in any unethical or illegal acts discussed within these guidelines.

APPLYING FOR CLASSROOM ACCOMMODATIONS

Students are responsible for communicating with instructors throughout the semester regarding accommodations. If a problem should arise, students have the right to file a concern in writing to the Dean of Students. The grievance procedures can be found in this handbook. Students are also encouraged to speak to the Director of Accessibility and Wellness, Director of Advising and/or the Vice President of Student Services before filing a concern or grievance.

Students are responsible for maintaining communication throughout the semester with the Director of Accessibility and Wellness to ensure student success. Students with disabilities must meet the same expectations and responsibilities for education as students without a disability. This includes, but is not limited to, maintaining academic status, completing assignments, and engaging in communication with faculty.

If changes to a student's accommodation are needed after the start of a semester, arrangements can be made to provide appropriate accommodations; however, these accommodations will not be retroactive. Students must meet with the Director of Accessibility and Wellness for any modifications to accommodations.

Complete the Student Intake/meeting to request services

- Students with a disability must request services and accommodations by meeting with Accessibility Services and completing an intake.
- Students are required to meet with the Director of Accessibility and Wellness prior to the start of each semester or prior to accommodations being granted.

Provide documentation/verification of disability

- A student with a physical, sensory, psychiatric, or health-related disability must provide documentation dated within the last five years verifying a disabling condition by a licensed health care professional who is qualified in the diagnosis of the disability. Documentation should also include recommendations for accommodations from the health professional.
- Proper documentation will be reviewed and approved by the Director of Accessibility and Wellness, who will work with the students to determine appropriate accommodations.

Arranging accommodations

- A meeting will be held in which the specific accommodation/service needs are discussed and scheduled.
- Students must meet with the Director of Accessibility and Wellness each semester in order to renew accommodations.
- Official notification of accommodations will be sent to the student's instructors explaining the certain accommodations students are to receive. Students will receive a copy of the notice letter.

IMPORTANT STEPS TO RECEIVING ACCOMMODATIONS

Analyze your classes.

- Look at requirements for each of your classes and consider your particular disability related needs when determining which accommodations are appropriate. The accommodations for which you are eligible might not be appropriate or necessary for every class.

Speak to your instructor.

- Request an appointment with the instructor during the instructor's office hours early in the semester to discuss your accommodation requests.
- It is recommended that you review the accommodation notice letter during this meeting.

Be clear and specific of your needs.

- When meeting with the instructor, make specific accommodation requests.
- You do not need to disclose the specific nature of your disability to your instructor.
- If at any point you are not comfortable with your instructor, please contact the Director of Accessibility and Wellness.

Communicate with Accessibility Services and your instructor.

- Touch base with the Director of Accessibility and Wellness on a regular basis. Even if accommodations and classes are going well, it is important to communicate.
- The Director of Accessibility and Wellness serves as the student advocate to ensure accommodations are being met and to work out any problems that may arise with an instructor.
- Stay in contact with your instructor throughout the semester and provide reminders of planned accommodations before the accommodation is needed.

You should immediately alert the Director of Accessibility and Wellness and/or instructor if you are having difficulties with any accommodation, service, or class.

REASONABLE ACCOMMODATIONS

A reasonable accommodation is a modification or adjustment that allows an individual to gain equal access and have equal opportunity to participate in Mountwest Community and Technical College's courses, services, activities, and use of facilities. Students with a qualifying, documented disability are entitled, by law, to have necessary and reasonable academic accommodations provided by the College, so long as those accommodations do not, but are not limited to.

- Lowering academic standards
- Substantially altering a program or a course's essential requirements
- Pose a direct threat to the health or safety of others
- Place undue financial hardship on the institution

It is important to understand that accommodations do not guarantee academic success, nor do they provide an advantage to a student. They serve to "level the playing field" and provide equitable access to the College's programs and activities.

When considering the strategies and accommodations you will need for success at the postsecondary institution, realize that what is expected of you in terms of independent reading and writing and the volume of work will be much greater in college than it was in high school. Your strategies and appropriate accommodations will probably also need to change. Talk to teachers, parents, siblings, and friends; find out what they had difficulty with in college. Then, consider how you will tackle those challenges. It is also important to communicate with the Director of Accessibility and Wellness and your instructors periodically throughout the semester.

Listed below are some accommodations offered by Mountwest.

- Extended Test Time
- Alternate Testing Location
- Test Reader
- Note Taking
- Audio Recording Lectures
- Use of calculators or other technology

For a complete description of the procedures on each of these accommodations, please refer to the back of this handbook or speak with the Director of Accessibility and Wellness.

STUDENTS WITH SEIZURE DISORDERS

If you have a seizure disorder that is not controlled by medication and have seizures often, or are at risk of experiencing a seizure unexpectedly, it is wise to alert your instructor or other relevant staff/faculty to your condition and how you wish for them to respond. Let them know what to expect if you have a seizure during class and under what circumstances it would be necessary to call for an ambulance.

ACCESSIBLE PARKING ON CAMPUS

Main Campus

Reserved accessible parking is available in the main campus parking lot. The front entrance has ramp entry and ADA door openers. You must have a state-issued mobility impaired parking placard or license plate to park in these spaces.

Center for Culinary Arts

Accessible parking is available as well as a barrier free entry. You must have a state-issued mobility impaired parking placard or license plate to park in a reserved space at or around the Center for Culinary Arts.

Maritime Academy

Reserved parking for those that are mobility impaired is available in the main parking lot as well as a barrier free entrance. You must have a state-issued mobility impaired parking placard or license plate to park in these spaces.

TESTING INFORMATION

Main Campus

Accessibility Services will assist in the coordination of alternate testing locations that are available for students who need extended test time or to have their tests read aloud. There is a designated private testing site in room 110B at the Mountwest Main Campus. Students should consult with their instructor and the Accessibility Services office as soon as a test is scheduled for the class to arrange the accommodations.

Guidelines for Tests in Alternate Testing Rooms

- You are not permitted to lock any doors entering into the testing rooms. If this occurs, it will be reported to the instructor and you may be charged with academic dishonesty.
- Any unauthorized notes, materials, or any scrap paper used during the test will be confiscated and returned with the test to the instructor and testing will be stopped immediately.
- Students taking a test in the testing rooms will be periodically checked on by a member of Accessibility Services, or designee, to ensure academic integrity. Any suspected evidence of cheating will be documented by Accessibility Services and reported to the instructor.
- All scrap paper must be turned in with the test and submitted to the instructor. Students are encouraged to read the Student Handbook for the complete academic dishonesty policy.

Scheduling Tests with Accessibility Services

- Students will meet with their instructor as soon as possible to discuss an alternative testing location. Students are encouraged to take the exam during the scheduled class time, although this is not mandatory.
- The instructor will need to complete the test proctoring form and submit it to Accessibility Services.
- Students will need to contact the Director of Accessibility and Wellness in order to arrange a testing date and time.
- At least 48 hour notification to the Director of Accessibility and Wellness is required.

MISSED/CANCELLED TESTS

- Students are expected to be at Accessibility Services at the designated test time.
- If a student arrives more than 15 minutes late for the test, the test may be rescheduled with the instructor or the student may have a reduced amount of time in which to complete the test. There is no guarantee that the instructor will permit a makeup test.
- This policy also applies if a student is late due to illness or other circumstances beyond their control.
- If students are unable to take a test due to illness or emergency, the instructor and the Director of Accessibility and Wellness should be notified immediately.
- The student will be responsible for coordinating the makeup of any missed tests or quizzes with the instructor.
- Students who miss tests on a regular basis may lose testing accommodations.
- If a student fails to show up for a scheduled test, Accessibility Services will send the test back to the instructor before the end of the testing day.
- The student is responsible for making contact with Accessibility Services to ensure that future tests for that class are scheduled.
- If for any reason the student has decided not to take the test with Accessibility Services after requesting this accommodation, the student is responsible for notifying the Director of Accessibility and Wellness.

ACADEMIC DISHONESTY STATEMENT

Mountwest Community & Technical College has an exemplary standard of conduct related to academic honesty. Thus, the guiding principle of academic integrity shall be that a student shall not submit any work that is not original. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, a test, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.
6. Use a calculator during testing unless permitted by the instructor or previously arranged through Accessibility Services.
7. Others actions as explained in the Academic Dishonesty Policy.

ACCESSIBILITY SERVICES PROCEDURES

- American Sign Language Interpreter Procedure
- Confidentiality Procedure
- Accessibility Services Procedure
- Extended Testing Time Procedure
- Grievance Procedure
- Note Taking Procedure
- Recording Lecture Procedure
- Test Reader Procedure
- Alternative Testing Procedure
- Waiver of Absence Procedure
- Service Animal Procedure
- Temporary Disability Procedure

AMERICAN SIGN LANGUAGE INTERPRETER PROCEDURE

Students with hearing impairments are offered American Sign Language interpreters as an accommodation in the classroom and for all Mountwest Community & Technical College functions. Students who wish to be granted this accommodation must submit documentation to Accessibility Services and follow the procedure for requesting accommodations.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Student Responsibility: Students must submit all required documentation and complete the Student Intake Form with Accessibility Services. All requests for interpreting services must be submitted to Accessibility Services at least five business days prior to an institutionally related activity or program.

Assigning an Interpreter: A student may request an interpreter for his or her class; however, the student does not have a final say in the interpreter assigned. All qualified interpreters should be registered with the West Virginia Commission for the Deaf and Hard of Hearing. In the event that an interpreter is not available from the registry, you will be provided with a qualified interim interpreter.

Attendance: Students are expected to arrive on time for all classes. If the student is not present after 15 minutes, the interpreter will leave the class and the student will be considered absent without prior notification. Students are expected to notify the interpreter and/or the Director of Accessibility and Wellness of any schedule changes or known absences within 24 hours of the event or as soon as possible. This excludes emergency situations which will be reviewed on a case-by-case basis.

Failure to provide 24 hour advanced notice will result in the following actions:

- **First Offense:** A letter will be sent reminding the student of the practice and procedures related to interpretation services.
- **Second Offense:** A second letter will be sent notifying the student that failure to provide 24-hour notice has occurred two times. The letter will also remind the student of the practice and procedure related to interpretation services along with consequences of a third offence.
- **Third Offense:** Interpretation services will be suspended and a certified letter will be sent to the student regarding practice and procedures related to interpretation services. The letter will also indicate that the interpretation services will remain suspended until the student arranges a meeting with the Interpreter and the Director of Accessibility and Wellness to discuss reinstatement of interpretation services.

Within the Classroom: Arrange seating that allows for appropriate viewing of the interpreter. The interpreter is not to be involved in a dual role inside the classroom. The student should not request an interpreter to engage in the following roles: counselor, tutor, friend, confidant, in class assistant, note taker, transportation provider, professor, or other roles that are unrelated to interpreting services. The student is responsible for all course content, exams, assignments, and other course requirements. The interpreter is not responsible for the grade the student receives. If the student has questions about course material, grades, or related course aspects, he or she should speak to the instructor. Interpersonal conversations with the interpreter are inappropriate during class time. Students should reserve personal communications to times before or after class.

Scheduling an Interpreter: If the student needs to speak with the instructor or with other students after class for a meeting or tutoring, the student must inquire if the interpreter is available. If the interpreter is not available, the student will need to schedule an appointment for a later date. If interpreting services are needed for an institutional related activity or program other than academic classroom interpreting, the student should contact the Director of Accessibility and Wellness as soon as possible to request interpreting services.

Problem Resolution: Discuss any issues regarding interpreting services that arise with the Director of Accessibility and Wellness. All issues regarding class material are to be first directed to the instructor. If the problem cannot be resolved, the student will then need to speak to the Director of Accessibility and Wellness. Should the interpreter be absent from class or another scheduled event, the student will need to report to Accessibility Services immediately.

Academic Integrity: All students will be held to the same standards of Student Rights and Responsibilities, and Code of Conduct that are described in the College Catalog.

CONFIDENTIALITY PROCEDURE

Accessibility Services is the department on campus that is assigned the responsibility of collecting and holding disability related information. Mountwest Community and Technical College must follow all laws set forth by FERPA (Family Educational Rights and Privacy Act) and ADA (American Disability Act).

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Access to Student Disability Record: Anyone who views the student's disability file, including the Director of Accessibility and Wellness must sign the log sheet in every student's Accessibility file. Disability related information may be shared only when there is a compelling reason for an individual, from the institution to seek information regarding a specific aspect of this confidential information (A faculty member needs to be told that a student does have a documented disability and needs accommodations). The Director of Accessibility and Wellness will have the final determination of who is granted access to a student's disability record and what is appropriate information to be released.

Documentation: All disability related information will be treated as confidential. This may include, but is not limited to: the accommodation request form, forms requesting accommodation devices, Accessibility Services Handbook receipt, IEP (Individualized Educational Plan), Psychological Evaluation, and any other documentation submitted to Accessibility Services.

Keeping of Records: All disability related information will be collected and maintained by the Office of Accessibility Services. Paper disability documentation is filed and locked at all times, and other documentation will be recorded in a secure electronic medical record. Documents will be kept for five years from the student's last enrollment date.

Accommodation Letter: Accessibility Services will send accommodation letters to faculty members based off the course schedule the student provides to the Director of Accessibility and Wellness. No other individual will receive an accommodation letter without written approval from the student, or as permitted by law. It is the student's responsibility to check with their instructor to ensure the letter has been received. If they have not received this, or your accommodations are not being met see Accessibility Services immediately.

Email/Phone Communication: Accessibility Services prefers that all questions regarding students registered with Accessibility Services take place in our offices. However, under the discretion of the Director of Accessibility and Wellness, conversations about a student can take place via office phone or your Mountwest email account. When sending an email or leaving a voicemail student names, accommodations, and ID numbers should never be stated in the subject.

Release of Information Form: If a student would like to complete and sign a Release of Information Form with Accessibility Services, these forms may be obtained from Accessibility Services. In order for any information to be released, this form must be completed and signed by the student. This will be placed in the student's Accessibility Services file.

If a student would like to complete and sign a FERPA Release Form, this form may be obtained from Student Services staff, including academic advisors.

Concerns: All questions or concerns regarding confidentiality and Accessibility Services should be directed to the Director of Accessibility and Wellness or the Vice President of Student Services.

ACCESSIBILITY SERVICES PROCEDURE

Mountwest Community and Technical College is committed to non-discrimination on the basis of disability in the areas of employment, program accessibility, admissions, treatment of students, academic adjustments, financial aid, employment assistance to students, and in nonacademic services. Accessibility Services works with faculty and staff, as well as a number of community agencies, to arrange for assistance in obtaining appropriate accommodations.

Mountwest is committed to providing reasonable accommodations within local, state, and federal regulations to ensure that qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as any other student. Mountwest Community and Technical College operates on a self-reporting system. It is the student's responsibility to disclose all information regarding their disability to Accessibility Services. All information submitted will be kept confidential unless otherwise stated by the student in writing or as law permits.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Documentation: Students must provide documentation containing statement diagnosis from a licensed health professional, summary or statement of methods used to determine diagnosis, and professional recommendation of accommodation. At least one of these documents must not be older than 5 years. This may be one or more of the following types of documentation:

- 504 Plan
- Individual Education Plan (IEP)
- Psychological Evaluation
- Medical and all other documentation will be reviewed by the Director of Accessibility and Wellness.

Meeting: Upon approval of your documentation Accessibility Services will schedule a meeting with the student to discuss recommended and possible accommodations.

Accommodation Letter: Accessibility Services will distribute an accommodation letter to all faculty listed on the schedule the student provides. The student should then plan a meeting with the instructor, within the first two weeks of classes to discuss accommodations. The instructor is not allowed to initiate a conversation with the student regarding their disability. Only accommodations that are outlined in the documentation will be provided. A special concession may be made by the Director of Accessibility and Wellness on a case-by-case basis.

Accessibility Services/Student Responsibility: Accessibility Services will make every attempt to maintain contact with the student throughout the semester via email and phone. It is ultimately the student's responsibility to check in with Accessibility Services to report any issues that may arise in the classroom and to update their file each semester.

Continued Accommodations: To continue services into the next semester, the student must schedule a meeting with Accessibility Services to discuss what accommodations need to be changed or continued.

Issues with Accommodations: Students are encouraged to speak to instructors immediately about any problems that arise during the semester. If the situation cannot be resolved, students should follow the grievance practice which can be found in the Accessibility Services Handbook.

EXTENDED TESTING TIME PROCEDURE

Extended time is only granted to students who have submitted documentation to Accessibility Services, and has a documented disability that causes them to work more slowly on tests than other students. Accessibility Services will provide the instructor with an accommodation letter once the documentation has been approved by the Director of Accessibility and Wellness.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Student Responsibility: Students must submit all required documentation and complete the Student Intake Form with Accessibility Services. It is the student's responsibility to speak to the instructor prior to the test regarding extended testing time. If it is determined that for class room space or distraction reduction, that use of the private testing are would be necessary, it is the responsibility of the student to arrange this with the Director of Accessibility and Wellness in accordance to the guidelines for alternative testing rooms.

Time Allotment: Students who are granted extended time based on documentation approved by Accessibility Services will receive time and a half (1.5x). The extended time allotment is applied to the base time allotted by the instructor (time and half for a 60-minute exam would be 90 minutes).

Class Instruction: If class is scheduled to have lecture after a test, the instructor should do so as planned. Once the student has completed their test, it will be the student's responsibility to speak to the instructor or another classmate to get caught up on the lecture. When possible, the student should arrive earlier than the start of class to begin the test so that the student can fully participate in the class.

GRIEVANCE PROCEDURE

Mountwest Community and Technical College is committed to ensuring that no qualified individual with a disability is excluded from any participation in, denied the benefits of, or subjected to discrimination in programs or activities held by Mountwest. Any student, who thinks discrimination has occurred due to a disability, or believes documented accommodations are not being met inside the classroom, may file a grievance through Accessibility Services. Mountwest is fully committed to complying with all requirements of the American with Disabilities Act of 1990 and the Rehabilitation Act of 1973 (Section 504).

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Scope and Application of Grievance Procedure

Any student who believes that discrimination has occurred on the basis of a disability, or who has been denied access or accommodations required by law, shall have the right to invoke this Grievance Procedure. In general, this procedure is designed to address the following issues:

- Disagreements or denials regarding requested services, accommodations, or modifications to practices or requirements;
- Alleged inaccessibility in a Mountwest program or activity;
- Alleged harassment or discrimination on the basis of a disability;
- Any other alleged violations of the ADA and/or Section 504.

The focus of this grievance procedure does not and will not supersede any other institutional procedure or practice which may exist for addressing issues such as grade appeal or any other issue of concern in which Mountwest has already established policies and procedures. Students are encouraged to consult Accessibility Services regarding the most appropriate procedure to address a particular concern.

Procedure

Regardless of the specific grievance issue reported by a student, all grievances must be filed within 10 business days of the occurrence of the event or action giving rise to the student's complaint. All grievances will be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. Mountwest shall not review any grievance that fails to meet the time limitations and/or does not contain all required information pertaining to the grievance. Mountwest reserves the right to direct the grievance to the proper department in a case in which Accessibility Services is not responsible for mediation.

Informal Grievance Procedure

With all due respect to the formal grievance procedure, Mountwest Community and Technical College expects all students to first attempt to resolve his or her complaint informally by meeting with the Director of Accessibility and Wellness, or designee, and filing an Informal Grievance Report. The meeting must take place within 10 business days of the original occurrence of the complaint. If the grievance is not resolved informally, then the student has the right to invoke the appropriate Formal Grievance Procedure.

Formal Grievance Procedure

1. Upon completion of the Informal Grievance Procedure, any qualified student with a disability, as defined by the ADA and the Rehabilitation Act, shall have the right to request that the Director of Advising review the denial of any requested academic accommodation or service by fully complying with the procedure outlined below.
2. The student shall fully complete a Formal Grievance Report, which can be found in this handbook or can be obtained from Accessibility Services. The completed form must be submitted to the Director of Advising, or designee, within 10 business days of completion of the informal grievance procedure. Please note, a Formal Grievance Report will not be considered unless it contains all of the required information regarding the complaint. Upon receiving a timely, completed Formal Grievance Report, the Director of Advising or designee, will arrange a joint meeting with both the student and the instructor.
3. After meeting with both the student and instructor, the Director of Advising, or designee, will review the information to render a written resolution. If requested, the student is responsible for providing any additional information/documentation as requested by Accessibility Services. The Director of Advising, or designee, will issue the written resolution within 10 business days of the formal meeting. Furthermore, the Director of Advising, or designee, shall provide the student and instructor or involved third party with a copy of the written resolution and take any steps necessary to implement the decision.
4. Within 10 business days following the receipt of the Director of Advising written resolution, the student has the right to seek an appeal through the Vice President of Student Services or designee. The student shall submit a written letter requesting a review of the Vice President of Student Services written resolution. The letter must include:
 - The name, student ID#, address, e-mail address, and phone number of the student filing the review.
 - The specific facts and details which form the basis of the student's appeal, including a copy of the Director of Advising's written resolution and the specific disagreement with the resolution.
 - Any other information the student feels is relevant to the appeal.

1. A timely request for review of the Vice President of Student Services written resolution will not be considered unless the student's letter of appeal includes all of the required information listed above.
2. Upon receiving the student's letter requesting the appeal, the Vice President of Student Services, or designee, will review original copies of the Informal and Formal Grievance Reports as well as the Director of Advising's written resolution and any other documentation provided. The Vice President of Student Services also reserves the right to request any additional information pertaining to the issue. This includes, but is not limited to, interviewing individuals, including the student, who may possess relative information. The Vice President of Student Services, or designee, shall complete the review within 10 business days after the appeal is filed.
3. After completing the review, the Vice President of Student Services, or designee, shall provide the student with a copy of the Letter of Determination and take any steps necessary to implement the provisions of the decision. This includes, but is not limited to, providing a copy of the Letter of Determination to the Director of Advising and the Director of Accessibility and Wellness. The Vice President of Student Services, or designee, shall constitute the final decision of the grievance.

If the appeal is not resolved to the student's satisfaction, then contact should be made to:

Mid-Atlantic ADA Center
401 North Washington Street, Suite 450
Rockville, MD 20850
(800) 949-4232

NOTE TAKING PROCEDURE

Mountwest Community and Technical College Accessibility Services, provides note taking services to students with disabilities who qualify for this accommodation. Accessibility Services assists students with identifying note takers and offers support throughout the semester. The student is responsible for self-reporting all disability accommodation needs to Accessibility Services.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Approval of Services: To be granted accommodations in the classroom, students must meet with Accessibility Services. Students need to bring in proper documentation and complete the Student Intake Form. Students will need to discuss all accommodations they receive with each instructor who will receive a copy of the accommodation letter as soon as possible.

Finding a Note Taker: Accessibility Services will assist students in finding a competent note taker by working with Mountwest faculty.

Absent from Class: Students must inform the Accessibility Services Office prior to missing a class. Note takers will still provide notes for the student if absences are occasional, unanticipated, and/or disability related. Notes may not be provided for planned, repeated, or non-disability related absences. Having a note taker does not take the place of class attendance. If there are excessive, non-disability related absences, note taking services may be discontinued at the discretion of the Director of Accessibility and Wellness.

Note Taker Absence: It is the note taker's responsibility to secure a back-up note taker in the event the note taker is absent from class. Additionally, students could work with the instructor to obtain a copy of notes for that day of class. If the note taker drops/withdraws from class, it must be reported immediately to the Director of Accessibility and Wellness.

Provide Feedback: Be clear about what you expect and need to be successful in the class. Provide feedback to the note taker on the quality and consistency of notes. Students are also encouraged to share their contact information (Mountwest email) in case of class cancellation or absences. Students need to communicate frequently with their note taker, and try to resolve issues in a timely manner. The longer it takes to resolve issues, the more difficult it will be to keep up in the class. The instructor is also a valuable resource in assisting you with resolving issues (how to improve the quality of the notes, emphasizing main points, etc.).

Concerns: Students are encouraged to speak to the instructor on a regular basis regarding accommodations, progress in the class, and any problems experienced. If the situation cannot be resolved with the instructor and/or note taker, students should report the issue to Accessibility Services.

Obtaining a Copy of Notes: Note takers should copy notes immediately after the class lecture is over (or by an agreed upon time). It is the student's responsibility to report to Accessibility Services if notes are not received in a timely manner.

RECORDING LECTURE PROCEDURE

Accessibility Services may grant permission for a student to record a class lecture. Alternatively, instructor recorded lectures may be shared with students.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services

Recording the Lecture: Students are required to let the instructor know that they will be recording the class lectures.

Academic Accommodation: The accommodation is only granted to the students who have submitted documentation to Accessibility Services. Students are not permitted to share recorded lectures without permission of the instructor. Violation of this policy/procedure may result in the student being denied this accommodation and/or disciplinary action.

Recordings: The recordings are resources which are governed by rules of academic conduct. All academic integrity policies are in effect for this accommodation. Please see the Mountwest Community and Technical College Catalog for the full academic integrity practice.

Respect for Instructor: Upon the request of the instructor, the student will delete the recordings when they are no longer needed for academic work. The class lecture is the property of the instructor and Mountwest Community and Technical College and should not be used for anything other than the purpose of the specific class. Students are held to academic integrity and are subject to academic and or disciplinary actions if violations occur.

Students Responsibility: If a student uses a Mountwest Community and Technical College issued recording device, the device becomes the student's responsibility. The device itself is property of Mountwest Community and Technical College. The student will be held responsible for replacing a lost or damaged device. If the device is not returned or is damaged, there will be a hold placed on the students account until the device is replaced or returned. Audio recorders are to be returned to Accessibility Services, at the end of each semester.

Concerns: Students are required to speak to the instructor on a regular basis regarding accommodations, progress, and problems, should one occur. If the situation cannot be resolved with the instructor, students should report the issue to the Director of Accessibility and Wellness.

TEST READER PROCEDURE

Test reading is granted to students who complete the Student Intake Form and submit proper documentation to Accessibility Services. All students are held to the Academic Integrity Practice which can be found on the Mountwest website, and/or College Catalog.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Student Responsibility: It is the student's responsibility to meet with the instructor and the Director of Accessibility and Wellness at least two business days prior to the exam to make arrangements.

At no time is a student permitted to provide a test reader. A test reader may not be provided if the Director of Accessibility and Wellness does not receive a timely notice for the accommodation.

Test Items: Students will not be permitted to have access to any personal items with them during the test (Cell phones, backpacks, smart watches, purses, etc.). If the testing is taking place in the alternative testing location, these items can be placed out of reach of the student in the testing area, or placed behind a locked door in the Accessibility and Wellness Office. Accessibility Services and Mountwest are not responsible for lost or stolen items.

Completed Test: Once the student has completed the test it should remain in the Alternate Testing Location, or left with the Director of Accessibility and Wellness. Students should never keep a test in their possession after it has been completed.

Academic Integrity: All students will be held to the Academic Integrity Practice. Any student who is caught cheating will receive a grade of zero and could face all penalties as described in the College Catalog.

ALTERNATIVE TESTING LOCATION PROCEDURE

Students registered with Accessibility Services may be offered the accommodation of an Alternate Testing Location. Students who wish to be granted this accommodation must submit documentation that is approved by the Director of Accessibility and Wellness.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Student Responsibility: Students must submit all required documentation and complete the Student Intake Form with Accessibility Services in order to receive accommodations. It is the student's responsibility to speak to the instructor in a timely manner in regards to using an Alternate Testing Location.

Testing Area: Accessibility Services has an alternative testing location for students registered with Accessibility Services. Please note: due to the demand of the alternative testing accommodation, and the lack of space within Accessibility Services, you may be placed in a room with one or more students who are also receiving the alternate testing location accommodation.

Testing Materials: Students are permitted a writing utensil and materials approved by the instructor. Students are not permitted books, folders, smartwatches, purses, backpacks, cell phones, etc. in the alternative testing location, unless otherwise specified by the instructor. These items can be placed behind a locked door in the Accessibility and Wellness Office. Accessibility Services and Mountwest Community and Technical College are not responsible for lost or stolen items.

Completed Test: Once the student has completed the test it should be left with the Director of Accessibility and Wellness, or designee. The Director of Accessibility and Wellness, or designee, will submit the test back to the instructor.

Testing Duration: Students are not permitted to receive help from any other person, including other faculty, staff, or students during the test. Students are simply leaving the classroom for an alternative testing location, not to receive assistance.

Testing Time: Unless other arrangements are made, students should take the test at the regularly scheduled class time. If a different time is needed, students should arrange a testing time with the instructor and the Director of Accessibility and Wellness.

Test Security: The instructor is responsible for supplying the test to Accessibility Services. Once the test is completed it will be returned to the instructor as designated on the proctoring form.

WAIVER OF ABSENCE PROCEDURE

Mountwest Community and Technical College recognizes that students will, at times, need to be excused from classes due to an illness or situation beyond their control. When the absence is due to a disability or chronic health problem that is documented with Accessibility Services, Accessibility Services will aid the student in addressing the instructor.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Documentation: Students will need to submit proper documentation to Accessibility Services and be approved by the Director of Accessibility and Wellness in order to receive the accommodation for a Waiver of Absence. Documentation should be submitted in advance, or as soon as possible after the date of the class missed. The Waiver of Absence accommodation will not be provided to any student without documentation on file within Accessibility Services.

Student's Responsibility: It is the student's responsibility to work with the instructor on any issues or concerns that arise with emergency situations or health issues. Accessibility Services will serve as a support system for the student during the time of absence.

Class assignments: All work must be submitted by the date set by the instructor. Grades of Incomplete will be limited and will be addressed on a case-by-case basis through the appropriate Academic Dean. Students who miss class and fall behind are encouraged to work with the Director of Accessibility and Wellness.

Concerns: Students and/or Faculty who have concerns or questions should contact Accessibility Services.

SERVICE ANIMAL PROCEDURE

Mountwest Community and Technical College recognizes The American with Disabilities Act Sec. 36.302 (1) requires that a public accommodation modify its policies, practices, and procedures to permit the use of a service animal by an individual with a disability in any area open to the general public.

Documentation: Students who require the use of a service animal, do not have to provide the proper documentation to Accessibility Services. However, we encourage students to meet with us in case we are able to help with any other accommodations students may need.

Staff, faculty, students, and/or guests at Mountwest are not allowed to ask for proof or documentation of the service animal. If there is concern, only the following two questions are allowed to be asked:

Is the animal a service animal required because of a disability?

What work or task has the animal been trained to perform?

Service Animal: Students and guests bringing a service animal to the Mountwest campus must abide by all state and local requirements for the presence of animals in public places including vaccinations, licensure, and identification tags, as appropriate. Mountwest is not responsible for care or supervision of a service animal. The owner of a service animal is personally responsible for any damages to a facility or sponsored event. Below are the definitions of animals permitted on campus:

1. **Service Animal:** A dog, or sometimes a miniature horse, individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding, alerting, pulling a wheelchair, fetching, opening doors is classified as a service animal under the Americans with Disabilities Act.
2. **Guide Dog:** Is a carefully trained dog that serves as a travel tool by persons with severe visual impairments or who are blind.
3. **Hearing/ Signal Dog:** Is trained to alert a person with significant hearing loss, or who is deaf, when a particular sound occurs.
4. **Sensory Signal (or Sig) Dog:** Is trained to assist a person with autism. The animal alerts the partner to distracting, repetitive movements and may provide support similar to that provided by a dog for a person who is vision or hearing impaired.
5. **Seizure Response Dog:** Is trained to assist a person with a seizure disorder. The dog may stand guard over the person during a seizure or may go for help. Some have learned to predict a seizure and warn the person in advance.
6. **Companion/Therapy Animal:** Is trained for the sole function of providing emotional support, well-being, comfort or companionship, are not considered service animals under the Americans with Disabilities Act. If you have any questions about a Companion/Therapy animal at Mountwest please see the Director of Accessibility and Wellness or the Director of Advising.

TEMPORARY DISABILITY PROCEDURE

Mountwest Community and Technical College recognizes that students may be involved in an accident, or a surgery that will place them on a temporary disability. The student must provide Accessibility Services with the proper documentation from their health care provider, regarding their temporary disability. Accessibility Services will aid the student in addressing the instructor.

All students who receive accommodations sign a receipt stating they have been informed that a copy of the Accessibility Services Handbook may be viewed on the website or in the Accessibility Services Office. This handbook informs students of their rights, the law, and all policies & procedures within Accessibility Services.

Documentation: Students will need to submit proper documentation to Accessibility Services and be approved by the Director of Accessibility and Wellness in order to receive the temporary accommodations. The Director of Accessibility and Wellness will work with the student to determine how long temporary accommodations should be granted.

Parking: If a student will need the accommodation of temporary parking, they must submit proper documentation to the Director of Accessibility and Wellness. Once this accommodation has been granted, the Director of Accessibility and Wellness will work with Chief Operations Officer to register the student's vehicle(s) with this office. This will prevent the student's vehicle from being reported by facilities staff. This allowance be granted to the student for a certain length of time, depending on the student need. If a student continues to utilize this parking space after their accommodation has expired, they will receive a parking ticket.

Student's Responsibility: It is the student's responsibility to work with the instructor on any issues or concerns that arise with emergency situations or health issues. Accessibility Services will serve as a support system for the student during the time of absence, and upon their return to school.

Concerns: Students and/or Faculty who have concerns or questions should contact Accessibility Services.

ACCESSIBILITY SERVICES FORMS

- o Audio Recorder Request Form
- o Sample Accommodation Letter
- o Student Intake Form
- o Contract for Student Note Takers
- o Accessibility Services Student Log Sheet
- o Accessibility Services Release Form
- o Test Proctoring Form
- o Formal Grievance Report
- o Waiver of Absence Form
- o Accessibility Services Agreement Form

Please see the Director of Accessibility and Wellness within Student Services for more information or visit our website at www.Mountwest.edu.

AUDIO RECORDER REQUEST FORM

Check-Out Date: _____ Return Date: _____

Name: _____

ID#: _____ Phone#: _____

Mountwest Email Address: _____

I, _____ will be borrowing an Audio Recorder from Mountwest Community and Technical College's Office of Accessibility Services. I understand that I am responsible for the recorder and will be held responsible for any lost or damaged equipment. If the recorder is damaged or lost, I understand that I will be financially responsible for its replacement. I also understand that I am requesting this Audio Recorder for one semester. At the end of the semester, I will return the recorder to the Office of Accessibility Services. I further understand that failure to return the recorder in a timely manner will result in a hold being placed on my Mountwest student account.

Checkout Information:

Student Signature: _____

Accessibility Services Signature: _____ Date: _____

Return Information:

Student Signature: _____

Accessibility Services Signature: _____ Date: _____

Recorder Returned with: No Damage: _____ Damage: _____

SAMPLE ACCOMMODATION LETTER

TO:

DATE:

RE: Accessibility Accommodations

STUDENT:

CLASS:

The above-mentioned student is enrolled in your class and has a documented Accessibility. Therefore, in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act, the following accommodation(s) should be granted:

Alternate Testing Location

The Student should be provided an Alternate Testing Location to take all test and quizzes. The testing room is located in Student Services, Room 110 B. Please complete the test proctoring form and submit to Accessibility Services.

Please treat this information with discretion and respect the student's privacy by not calling attention to the Accessibility or accommodations in class. These accommodations will not go into place until the student initiates a conversation with you to discuss these accommodations. All discussions regarding these accommodations should take place in a private, professional setting. The student has been encouraged to utilize all services offered through Accessibility Services. Should you have any questions or need any assistance, please contact me at 304-710-3417 or via email at flanagana@mctc.edu.

Thank you,

Allison Flanagan
Director of Accessibility and Wellness

STUDENT INTAKE FORM

Students who have been admitted to Mountwest Community and Technical College and wish to receive accommodations from Disability Services will complete this form with Accessibility Services. You will also need to provide your disability documentation to the Accessibility Services office in order to receive accommodations.

Student Name_____ Date_____

ID#_____ Email_____

Program_____

Disability and symptoms that may impact learning:

Accommodations Requested:

Other:_____

CONTRACT FOR STUDENT NOTE TAKERS

I, _____, agree to provide a copy of my notes to the Accessibility Services Office. I will be taking notes for the following classes for the _____ semester:

1. _____
2. _____

ID#: _____ Phone: _____

Mountwest Email: _____

- ▶ I understand I will be paid _____ for the semester listed above for being a note taker (\$50 per course per semester).
- ▶ I agree to attend class on a regular basis, take notes to the best of my ability, and provide a copy to the student within 24 hours of the class. If I miss a class, I am responsible for arranging to get a copy of the notes from another student in class and/or alerting the Director of Accessibility and Wellness as soon as possible.
- ▶ If I have any questions or problems regarding this agreement or difficulties interacting with the student, I am responsible for contacting the Accessibility Services Office to ask for information or assistance.
- ▶ If the student who is in need of a note taker misses class, I am not required to share the class notes from that session unless so directed by the Director of Accessibility and Wellness.
- ▶ I will notify the Accessibility Services Office immediately if I withdraw from the class.
- ▶ I understand that I report to the Accessibility Services Office where a staff member will make copies of the notes.

I understand and agree to all of the aforementioned statements.

Student Signature: _____ Date: _____

ACCESSIBILITY SERVICES STUDENT LOG SHEET

Student Name:		
Date	Reason	Initials

ACCESSIBILITY SERVICES RELEASE FORM

AUTHORIZATION TO RELEASE/EXCHANGE CONFIDENTIAL INFORMATION

This form cannot be used for the re-release of confidential information provided to the Accessibility Services by other individuals or agencies. Such requests should be referred to the original individual or agency.

I _____ authorize Accessibility Services to:

release to:

obtain from:

___ exchange with:

the following information pertaining to myself:

- ___ treatment summary
- ___ history/intake
- ___ diagnosis
- ___ psychological test results
- ___ psychiatric evaluation/medication history
- ___ dates of treatment attendance
- ___ other (specify) _____

for the purpose of:

- ___ evaluation/assessment and/or coordinating accommodation/treatment efforts
- ___ other (specify) _____

This consent will be in effect until revoked.

I understand I have the right to refuse to sign this form, and that I may revoke my consent at any time (except to the extent that the information has already been released).

Signature of Student

Date

ID number#: _____

OR

Date of Birth: _____

Signature of Witness

Date

RECORD OF REVOKE OF AUTHORIZATION

I hereby confirm that I have reviewed this consent form and would like to revoke the form effective immediately.

_____	_____	_____	_____
Client	Date	Witness	Date

TEST PROCTORING FORM

STUDENT INFORMATION

ID#: _____

Student's Name: _____

I have been provided a copy of all Accessibility Services policies and have been given the opportunity to ask questions. I agree to comply with all Accessibility Services policies and procedures. I understand that any violation of these policies may result in loss of accommodations. I understand that cheating will not be tolerated and I agree to uphold the academic dishonesty policy. Should I be found guilty of breaking the academic dishonesty policy, I understand immediate action will be taken by the Division of Student Services.

Signature: _____ Date: _____

FACULTY INFORMATION ---please see the back of this form for more information

Instructor's Name: _____

Phone#: _____ Email: _____

CRN / Course / Section: _____

Total time allowed for exam (excluding extended time): _____

Date and Time Student will take exam: _____

INITIAL all allowable instruments/ alternative format/ accommodations:

<input type="checkbox"/> None	<input type="checkbox"/> Scratch Paper	<input type="checkbox"/> Test Reader
<input type="checkbox"/> Calculator	<input type="checkbox"/> Interpreter	<input type="checkbox"/> Other/Special Instructions
<input type="checkbox"/> Open Notes	<input type="checkbox"/> Recorder	(explain) _____
<input type="checkbox"/> Open Books	<input type="checkbox"/> Computer	_____

Exam Delivery Info: (check one)

☐ Test will be hand delivered to Student Services Suite 112 by 12:00 noon the day before test

☐ Test will be emailed to flanagana@mctc.edu by 12:00 noon the day before test _____

☐ Student will bring the exam with them in a sealed envelope

☐ Exam is on Blackboard; password is _____

Exam Return (check one):

☐ Instructor will pick up completed exam next business day from Division of Student Services

☐ Completed test returned the following business day by proctor to: _____

☐ No Need to return; computer handles exam. (Office location/ include room#)

Accessibility Services Only:

Time Started: _____ Staff Initials: _____ End Started: _____ Staff Initials: _____

Guidelines and procedures

The goal of Accessibility Services is to assist faculty in providing testing accommodations for students with disabilities. There is a testing room set aside for testing of students with disabilities within the Division of Student Services, Room 112. Students are held to the same standard as they would be in the classroom and are monitored closely in order to ensure academic integrity.

Hours: Monday-Thursday: 8:00am – 5:00pm

Friday: By appointment only

STUDENT RESPONSIBILITIES

- Complete the Test Proctoring form with the faculty member.
- Present the completed Test Proctoring form to your instructor as soon as you know you will need testing accommodations.
- Discuss your needs with your instructor.
- All Test Proctoring request must be submitted to Accessibility Services at least 2 business days prior to the testing date and time. The earlier the form is submitted the better.
- You must show ID prior to taking an exam.
- Must abide by all Testing Policies and Procedures, including academic dishonesty.
- Must be on time for the exam.

FACULTY RESPONSIBILITIES

- Discuss with the student specific test proctoring / accommodation needs and plans.
- Complete the Test Proctoring form with the student.
- Submit the completed Test Proctoring form to the Accessibility Services Office within the Division of Student Services at least 24 hours in advance. The earlier the better.
- Remind the student of the test date and time.
- Hand deliver/email the test with the completed Test Proctoring form to Accessibility Services. If you choose to have the student bring the test in an envelope, please note that on the Test Proctoring form.

FORMAL GRIEVANCE REPORT

Please read Mountwest Community and Technical College's Grievance Procedure located in the Accessibility Services Student Handbook before completing the Formal Grievance Report.

Completion of this report constitutes the beginning of the first stage or the Formal Appeal Process. At any point in the process, if a resolution is reached that is satisfactory for both Mountwest Staff or Faculty member and student, the process may stop. A copy of the completed report will be placed in the student's Accessibility Services file.

You will submit this report to the Director of Advising. This will establish the second stage of the Formal Appeal. Upon submission, the Mountwest Faculty or Staff member involved will be notified.

STUDENT NAME _____ ID# _____

ADDRESS _____ STATE _____ ZIP _____

MCTC EMAIL _____ PHONE NUMBER _____

FACULTY/STAFF MEMBER _____

COURSE NUMBER _____ SECTION _____ CRN _____

COURSE NAME _____ SEMESTER ENROLLED _____

I _____ have completed the informal procedure for resolving a grievance by meeting with:

Staff/Faculty Member's Signature

Meeting Date

Student's Signature

Date

WAIVER OF ABSENCE FORM

Please read Mountwest Community and Technical College's Waiver of Absence Procedure located in the Accessibility Services Student Handbook before completing the Waiver of Absence Form.

Mountwest Accessibility Services does not determine class attendance policies. Since attendance may or may not be fundamental to course objectives, attendance policies are set by the course instructor. Accessibility Services will provide students whose disability may affect attendance with a Waiver of Absence Form requesting flexibility in attendance. The purpose of this form is not to excuse the student, but to verify the legitimacy of the absences.

STUDENT NAME: _____ ID# _____

COURSE IN WHICH ABSENCE OCCURRED _____

DATE(S) OF ABSENCE: _____ to _____

REASON FOR ABSENCE: _____

Student Signature

Date

Accessibility Services Office

Date

Instructor's signature

Date Approved

ACCESSIBILITY SERVICES AGREEMENT FORM

Accessibility Services Responsibility:

Accessibility Services is responsible for the approval of reasonable accommodations, storage of confidential documentation, maintenance of accessibility services policies and procedures, and for serving as a resource for students with disabilities.

Faculty Responsibility:

Mountwest Faculty are responsible for reviewing the Accessibility Services Handbook, reviewing student accommodations upon receipt from the Director of Accessibility and Wellness, and working with students to grant approved accommodations. Faculty are not responsible for granting accommodations until students initiate a conversation surrounding accommodations.

Student Responsibility:

___The student is responsible for meeting with the Director of Accessibility and Wellness every semester to discuss and approve accommodations.

___The student must initiate a conversation with instructors before accommodations will be granted.

___The student must attempt to resolve classroom conflicts or concerns regarding accessibility services with instructors prior to involving Accessibility Services. If a resolution cannot be reached, the student is responsible for alerting the Director of Accessibility and Wellness as soon as possible.

I, _____, acknowledge that I have been informed that I may view a copy of the Mountwest Community and Technical College Accessibility Services handbook on the Mountwest Community and Technical College website or in the Office of Accessibility Services. I may also request an electronic version of the handbook be sent to my student email account. I understand that it is my responsibility to request and take advantage of the resources in this handbook. I also understand that the Accessibility Services Handbook serves as a reference or guide and I will use it as such. It has been explained to me that if I have questions or concerns to contact Accessibility Services for clarification and guidance.

*Information in this book is subject to change. Students are encouraged to review the handbook each semester and speak to the Director of Accessibility and Wellness with any questions.

ID#: _____ Date: _____

Student Signature: _____

Accessibility Services Office Signature: _____

This form will be placed in the student's file and will be current for 5 years following the student's last enrollment date.

***Please note: Documentation is very important tool to help us give you the most appropriate accommodations. The documentation you submit should include diagnosis and information to justify each accommodation you are requesting.**

If you are seeking classroom accommodations because of a learning disability or cognitive delay; you must submit one or more of the following:

- A high school Individual Education Plan (IEP)
- Documentation from doctor on letterhead

Documentation submitted from a doctor's office must be prepared by a licensed health care professional, typed on letterhead, include the doctor's signature, and verify the following:

- The nature of the disability
- The functional limitations the disability imposes
- The need for specific accommodations

AUTHORIZATION FOR INFORMATION RELEASE AND CONFIDENTIALITY

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides for the confidentiality of student educational records. Mountwest Community and Technical College may neither disclose certain educational information concerning students nor permit inspection of their educational records without the permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA.

Please note the following:

- Accessibility Services is the college agent charged with the responsibility for collecting and maintaining disability documentation.
- Information provided to Accessibility Services is kept in a secure file with limited access and is only shared with others with the expressed written permission of the student or as the law permits.
- A confidential file is maintained on each student that includes, but not limited to demographics, documentation of the disability, and a record of each contact and action taken.
- Information will only be shared within the institutional community if there is a compelling reason, such as a threat to an individual's safety and/or campus community emergency situation.
- Consent of the student will be requested prior to releasing medical/psychological documentation to a third party or as the law permit.
- Confidentiality is not maintained in the case of child abuse, suicidal, homicidal intent, etc.

I, _____ authorize Accessibility Services at Mountwest Community and Technical College to release this information to the appropriate faculty and staff members in the coordination of my accommodations at Mountwest Community and Technical College. I grant permission for Accessibility Services to obtain a copy of my schedule each semester to receive accommodations. I understand that I need to meet with Accessibility Services at least once every semester. I fully understand that my records are confidential and can be released to **NO ONE** without my signature of permission or as the law permits. ***This document is good for five years from the student's last enrollment date.***

Signature of Student

Date