

A guide to Disability Services

As part of its mission to advance learning and improve lives, Barton County Community College strives to provide access and opportunity to all qualified students. Additionally, Barton, like all schools, is required by law to provide reasonable academic accommodations to students with disabilities.

What is an accommodation?

Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs.

There are many categories of accommodations. Appropriate accommodations are provided on an individual, case-by-case basis. Some common accommodations include:

- adapting a dorm room or a classroom for a student who uses a wheelchair
- extending timelines on assignments or tests
- providing for the use of auxiliary aids such as sign language interpreters, tape recorders, note takers, scribes, readers, or books on tape

Some accommodations will not be provided. These include personal devices or assistance with personal services. Additionally, schools are not required to alter the fundamental requirements of a class or program. Finally, schools are not required to provide the specific accommodations requested or the ideal accommodation, but are obligated to provide **reasonable accommodations**, for known limitations.

Disclosure & Documentation

Students who believe they are entitled to and in need of an accommodation need to disclose this information to the appropriate office or person. At Barton, the student should contact the Student Support Services office. The student should begin the accommodations request process as early as possible to allow adequate time for accommodations to be set in place.

Additionally, students wanting to request an accommodation will need to provide recent professional documentation regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations.

Accommodations Process

1. Student notifies the Student Support Services office in the north end of the library of the need for accommodations.
2. Student provides professional documentation of his or her disability.
3. Student meets with Student Support Services staff member to discuss appropriate accommodations and to complete the Request for Accommodations form.

4. Student delivers Accommodations Form to his or her instructors and obtains instructors comments and/or signatures.
5. Student provides instructors and Student Support Services office with the signed Accommodations Form and keeps one for his or her records.
6. Student Support Services staff provides follow up with student to ensure that accommodations are being granted and are effective.
7. Student repeats steps 3 through 5 above for subsequent semesters.

Contact information

Please contact disabilityservices@bartonccc.edu.

Privacy

Barton County Community College adheres strictly to the Family Educational Right to Privacy Act (FERPA), which does not allow institutions to release information to parents without the permission of the student. Additionally, the Barton Student Support Services office will not release a student's disability documentation to another institution without the student's written consent. Finally, the Barton Student Support Services office will provide instructors only information that applies to the accommodations a student needs but not information about the disability itself.

Appeal

Barton County Community College has established procedures for students to appeal decisions about the accommodations process. For information on the appeal process, students should contact the Dean of Student Development.

Suggested Reference

The United States Department of Education has available an informative publication for students with disabilities who are transitioning into post secondary education. The publication is entitled *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*. The Publication is available to view or order online at www.ed.gov/print/about/offices/list/ocr/transition.html