

## STUDENT REQUEST FOR ACCOMMODATIONS

Please note that accommodations should be requested as soon as possible before the semester begins!

1. Student must disclose the fact that they have a disability within a timely manner.
2. Student will bring diagnostic verification of this disability to the office of disability services.
3. Student will be informed of specific procedures necessary for obtaining and utilizing disability accommodations.
4. Student will follow up on making contact with all faculty members to discuss appropriate accommodation needed.
5. Student must inform the disability services coordinator and instructor of all testing/ classroom accommodations within one week of delivery of service.
6. Student will be responsible for contacting the disability services coordinator, if requested accommodations are not implemented in an effective or timely manner.
7. Student will contact disability services coordinator if he/she feels that their right as a student with a disability has been violated.

## DOCUMENTATION GUIDELINES

A student provides disability documentation for two reasons. First, they provide it to establish that they are indeed a person with a disability and entitled to protection from discrimination under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Secondly, they provide documentation to support the request for accommodation(s) to provide equal access to programs and services at the college. The protection assures equal access, the accommodation is how the access is provided. Usually, both types of documentation are the same and are produced at the same time.

Documentation to establish that a student is regarded as a person with a disability or has a history of a disability **must be typed on official letterhead of the diagnosing practitioner. It can be either in the form of a letter or a recent evaluation.**

Documentation to support the request for accommodation(s) must be provided to the Coordinator of Disability Services, or their qualified designee, at each college before accommodations will be granted. The documentation must be typed on official letterhead of the diagnosing practitioner. It can be either in the form of a letter or a recent evaluation.

The practitioner must be a licensed and/or certified professional who is qualified to diagnose the stated disability. It must be recent.

**Sufficient and appropriate disability documentation to support the request for accommodation(s) must have the following components:**

**DIAGNOSIS:** state the medical or mental health impairment by a recognizable diagnosis; preferably from the ICD or DSM-IV.

**DATE FIRST DIAGNOSED:** establish an initial date when a diagnosis was made or when the certifying practitioner accepted a previous diagnosis and began treatment or services.

**NAMES OF RELEVANT TESTS AND RESULTS:** establish how the practitioner arrived at the diagnosis; this is especially important when the disability is a learning disability, ADD/ADHD, psychological disability, or other disability diagnosed from the DSM-IV.

**SEVERITY OF DISABILITY:** establish the extent to which the disability substantially limits a major life activity or activities.

**METHOD(S) OF CURRENT TREATMENT:** include current usage of medications and possible side-effects which may adversely interfere with clear cognitive functioning; include ability or inability to control symptoms.

**FUNCTIONAL LIMITATIONS/ SUBSTANTIAL LIMITATIONS:** explain the functional and substantial limitations from the impairment that may adversely affect the individual as a student in college.

**RECOMMENDATIONS:** make recommendations based on the above functional and substantial limitations for postsecondary academic and physical accommodations to ameliorate the limitations.

Because a practitioner recommends a specific accommodation does not necessarily mean that the college must automatically grant that accommodation. Accommodations are to provide equal access to programs and services, so what each person with a disability needs is decided on a case-by-case basis according to their schedule and current situation at college.

At the discretion of the Disability Services Coordinator, or their qualified designee, accommodations may be granted and provided for a limited time span with incomplete, outdated, or limited documentation. This decision is determined on case-by-case basis.

**Disability Services for Students Forms, Policy and Procedure Material may be picked up at any time.**

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The nature and severity of a specific disabling condition may require course substitution for a program at SKCTC. The course substitution may not constitute a substantial change or alteration to an essential component of the program. Contact the Disability Services Coordinator for more information on this requested accommodation.

## PROCEDURE FOR STUDENTS WITH A DISABILITY TO FILE A GRIEVANCE

Students who feel that they have been discriminated against or denied an opportunity because of a disabling condition by any employee or policy of KCTCS may file a complaint using the general procedures outlined in the *KCTCS Code of Student Conduct*.



## ACCOMMODATIONS ADVISORY PANEL

If a disagreement arises concerning specific accommodations requests, the Disability Services Coordinator/ Provider at SKCTC and the KCTCS Director for Disabilities Services for Students are the official agents in such matters if a process of conflict resolution is desired.

SKCTC will establish an Accommodations Panel under the jurisdiction of the College Director/ President when needed. The purpose of this Panel is to assist the Coordinator, on a case-by-case basis, in resolving any disagreements that arise concerning specific requests for accommodations.

The Panel serves as a resource for all college entities including faculty, academics administrators and college students for a final review of disagreements concerning

## SECTION 504/ADA

Federal law, specifically Section 504 of the Rehabilitation Act of 1973 (Revised 1992) and the Americans with Disabilities Act of 1990 (ADA), establishes the foundation for equal educational opportunity. These regulations define a person with a disability as any person who: 1) has a physical or mental impairment which substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

Policies regarding access for persons with disabilities apply to all KCTCS colleges. Individuals seeking services should contact the appointed person or persons for disability services in the college.

## SOUTHEAST KENTUCKY COMMUNITY & TECHNICAL COLLEGE CONTACTS

### CUMBERLAND CAMPUS

Sherry Tinsley  
606-589-3074

### MIDDLESBORO CAMPUS

Felicia Carroll  
606-248-0257

### PINEVILLE CAMPUS

Felicia Carroll  
606/337-3106 ext. 50257

### WHITESBURG CAMPUS

Ron Brunty  
606-589-3320

### HARLAN CAMPUS

Tony Sweatt  
606-589-3214



SKCTC is an equal opportunity employer and education institution.

## DISABILITY SERVICES FOR STUDENTS



Southeast Kentucky Community & Technical College is committed to providing equal educational opportunity and full participation for persons with disabilities. It is the college's policy that no otherwise qualified person with a disability be excluded from participating in any SKCTC program or activity, be denied the benefits of any SKCTC program or activity, or otherwise be subjected to discrimination with regard to any SKCTC program or activity.



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM