

Procedures for Requesting Academic Accommodations and Auxiliary Aids and Services

As per Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities of 1990, the college is obligated to provide accommodations to ensure equal access to the college's programs and activities. It is the student's responsibility to notify instructors of the need for accommodations.

Academic accommodations may include, but not be limited to, testing accommodations, notetaking assistance, alternate media (Braille, audio, e-text, etc.) and ASL interpretation services.

Students with disabilities must provide, upon request, written verification of each disability from an appropriate professional who has knowledge of the student, disability, and the educational and/or functional limitations imposed by each disability.

Students are encouraged to utilize the Disability Resource Center which has staff who have had specialized training regarding the impact of various disabilities in the educational environment, and as such are uniquely qualified to recommend services and accommodations. Most instructors do not have such specialized training.

The DRC staff will assist students with provision of approved accommodations.

Students Utilizing the Disability Resource Center (DRC)

1. Provide disability verification to DRC.
2. Meet with a DRC professional (Director; DRC Counselor; Learning Disability Specialist) to determine appropriate accommodations and services.
3. At least one week prior to each semester, request an *Accommodation Form* for each course in which accommodations will be needed. Allow up to three days for processing during peak periods (first two weeks of each semester).
4. Pick up approved *Accommodation Forms* and deliver to each instructor.