

Services to Individuals with Disabilities

Mitchell Community College and all employees shall operate programs, activities and services to ensure that no qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability. By federal law, a person with a disability is any person who:

- 1) has a physical or mental impairment;
- 2) has a record of such impairment; or
- 3) is regarded as having such an impairment that substantially limits one or more major life activity, such as walking, seeing, hearing, speaking, or learning.

It is the student's responsibility to initiate requests for accommodations. Students requiring services should contact the Office of Disability Services in 103F Student Services Building, telephone 704-878-3364.

All students with disabilities have the responsibility of meeting each program's essential technical and academic standards. The Office of Disability Services does not determine course attendance policies. Students are expected to attend scheduled classes regardless of their disability. Students may request that instructors be informed as to the legitimacy of disability-related absences, but such notification will not excuse or alter the course attendance policy. Students anticipating absences should notify the course instructor in advance. Students are also responsible for all missed assignments and material. Reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids are determined on a case-by-case basis. The College shall select from equally effective and appropriate accommodations, adjustments and/or auxiliary aids. The College has a right to deny a request for accommodations if the documentation does not identify a specific disability, the documentation fails to verify the need for the requested services, or if the documentation is not provided in a timely manner. Because disability accommodations are not automatic and often require specific arrangements, students seeking disability accommodations should contact the disability services coordinator as soon as possible, so ample time is given to coordinate the requested accommodation. Students failing to communicate in a timely manner with the disability services coordinator may delay provisions of accommodation services.

If a disagreement arises concerning specific accommodation requests, efforts should first be made to resolve the issue in the Office of Disability Services. If a satisfactory agreement cannot be reached, the student, faculty member, or other college employee may file a grievance with the affirmative action officer, whose office is located on the third floor of the Main Building, 704.878.4341. For more information about the ADA Grievance procedure, see the administrative policies section in the *Student Handbook*.

Types of Possible Accommodations

Accessible Text/Materials

1. Students whose documentation supports an accommodation for alternative format should contact the disability services coordinator as soon as possible following registration. Availability of alternative format material may be limited so students are encouraged to make a request for textbooks, or other class-related materials well in advance.
2. It is the student's responsibility to contact the disability services coordinator when alternative text/material is needed for each class/semester.
3. In converting printed text into an alternative form, Disability Services will try to honor the student's preference. However, depending on the time of the request, the availability of materials, the volume of materials, and the expected time for return, adjustments may be necessary. Such adjustments may include the student using appropriate assistive technology (CCTV/scanner/computer reader software) available on campus.

Alternative Testing

1. Based on disability documentation, testing accommodations may include extended time, reduced distraction environment, computer use for written exams, enlarged print or use of a calculator (calculator use depends on course requirements).
2. Students requesting extended time during tests will need to supply documentation that supports their request to the disability services coordinator, preferably at the beginning of the semester. The disability services coordinator will determine the appropriate amount of extended time after reviewing the student's documentation.
3. The student is expected to make arrangements as soon as possible through the course instructor and disability services coordinator. Actual test accommodations (proctoring) may be provided through the Disability Services Office based on specific arrangements made by the student and course instructor. The instructor will be notified if the student is absent from the scheduled time.
4. Students should make every effort to provide advanced notice to the disability services coordinator when wanting to be proctored during an exam/test due to other scheduled appointments/events that may prevent the disability services coordinator from being available. In the event that the disability services coordinator may be absent, another counselor will be appointed to provide proctoring services.

American Sign Language (ASL) Interpreters

1. ASL interpretation services will be arranged for qualifying deaf and hard-of-hearing students for scheduled classes and student activities when appropriate documentation is provided to the disability services coordinator for review and approval for interpretation services. Every attempt will be made to honor a student's communication preference; however, other arrangements may be made depending on the time of advanced notice and availability of interpreters.
2. Students must request in advance to assure that services can be arranged. Due to the national and local shortage of sign language interpreters, students are asked to provide as

much advanced notice as possible. Students delaying their request risk delay in implementation of interpretation services since interpreters can be hard to find.

3. Students who request interpreter services and plan to be absent or find that services are no longer needed must cancel arrangements immediately through the Disability Services Office.

4. In the event of an unreported absence, the interpreter will wait 15 minutes following the scheduled class start time. The interpreter will not remain in the classroom when the student is absent. The student will be expected to obtain materials in the same manner as other students when absences occur.

5. If a student has three unreported absences in a given class, interpreter services may be terminated until the student meets with the disability services coordinator.

6. Students should report any concern or problem involving an interpreter to the disability services coordinator as soon as possible.

Assistive Technology/Adaptive Equipment

1. Various adaptive equipment or software for on campus use can be made available to qualified students as a part of their classroom accommodation plan. However, any prescriptive or personal devices, including those for home use, are the responsibility of the student. Mitchell Community College is not responsible for storing, replacing or fixing personal equipment that belongs to the student.

2. Upon approval by the disability services coordinator, a qualified student will be able to sign out equipment, such as the FM Amplification System and talking calculator, from the Disability Services Office. Other equipment, such as computer software, Kurzweil scanner or overhead magnifier will be available in assigned classrooms or the Disability Services Office for students to use.

3. Students that sign out any adaptive equipment from the Disability Services Office must return the equipment as they have received it on the agreed return date established by the disability services coordinator. Students may request to sign out adaptive equipment when ever needed. Every attempt will be made to accommodate these requests depending on availability.

4. Every attempt will be made to provide appropriate training to enable the student to effectively utilize specific equipment or software. Such training will require active student participation, advance notice and additional time on campus.

Note Taking

1. Students whose documentation supports an accommodation for note taking should contact the disability services coordinator as soon as possible following registration.

2. Upon approval by the disability services coordinator, it is the student's responsibility to communicate with the course instructor. The student may ask the instructor for assistance in identifying a volunteer to take class notes. If the volunteer note taker cannot be identified, it is the student's responsibility to contact the disability services coordinator.

3. Classroom notes will generally be obtained by the utilization of a tape recorder or a volunteer classmate. Carbonless duplication paper is available upon request through the Disability Services Office, as well as a photocopy machine. Students are generally responsible

for providing and operating the tape recorder along with tapes and batteries. Tape recorders are limited and are provided on a first-come, first-served basis.

4. Approval for a note taker or tape recorder does not excuse class attendance. Students receiving this accommodation should not expect notes for days missed unless special arrangements have been made in advance. The student will be expected to obtain missed notes in the same manner as other students.

Personal Aids/Assistants

1. Mitchell Community College makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act. In keeping with this commitment, personal aids/attendants who accompany individuals with disabilities documented through Disability Services Office will be allowed entrance into the classroom.

2. The Disability Services Office will work with students who require personal aids and/or attendants. However, the sole responsibility of obtaining and employing a personal care aid/attendant is that of the student. The cost and maintenance of services for a personal care aid/attendant remain the responsibility of the student. Proper planning and early notification are crucial components to making the transition to Mitchell Community College successful.

3. It is important that the use of a personal aid/attendant be included on the student's evaluation documentation submitted to the Disability Services Office. To determine if a personal care attendant will be needed, the student will need to have his/her skills and abilities assessed with his/her medical provider, vocational rehabilitation counselor, or case manager. Personal care aids/attendants assist individuals in completing daily living skills such as grooming, personal hygiene, meal preparation, medication monitoring, lifting or turning pages, and transporting/escorting the student to and from class.

4. The Disability Services Office requests that all students who have approval for a personal aid/assistant bring the personal aid/assistant by to meet the disability services coordinator before the first day of class to ensure that the personal assistant understands his or her role in the post secondary environment.

5. Personal aids/attendants accompanying students at Mitchell Community College are expected to follow the student code of conduct as outlined in the Student Handbook.

6. Personal aids/attendants are not to participate during classes by engaging in conversations between the student and faculty, or other students. Additionally, personal aids/attendants should not carry on conversations with the student during classes unless the communication is intended to keep the student on task and focused.