

CONVERSE

The Division of Student Development and Success Disability Services

Policy Statement for Students with Disabilities

In order to ensure that adequate services are provided, students with disabilities who want to request academic accommodations should contact the Director of Student Support Services (596-9027) at least thirty (30) working days prior to the first day of class. This deadline is for administrative purposes only and does not preclude admission to programs or services.

All requests for academic accommodations are made on the form entitled "Accommodation Request for Academic Program Accessibility," which is available from The Division of Student Development and Success. Students seeking accommodations should complete the request form and return it, along with current, appropriate documentation, to the Director of Student Support Services.

Once the request form, documentation, and the student's class schedule are received a Certified Accommodation Plan (CAP Card) will be given to the student. Once the CAP card is presented it is the student is responsible for:

- taking the CAP card to her/his professors,
- with the professor, determine how the plan will be satisfied
- contacting the Director of Academic Accommodations and Tutoring Services if she has questions or concerns

This process is intended to promote understanding and to encourage input from all participants, and it must be repeated each term.

When auxiliary aids and services are needed (e.g., readers, interpreters, note takers) the student should notify the Director of Student Support Services *in advance* if she/he drops a class, if she/he has to miss class, if the class is not meeting, or if the time of or place for class meetings changes, so outside service providers can be contacted. If a student fails to notify the Director of Student Support Services that she/he has either dropped a class or will be absent from class, services will be suspended after the student's third consecutive class absence.

Requests for auxiliary aids and services needed outside normally scheduled class times should be made four working days in advance, including requests for services during exams. Because students may schedule some of their exams, a student who requires auxiliary aids and services has to provide her/his exam schedule to the Director of Student Support Services in order to have supports in place. Requests for events requiring substantial preparation (e.g., plays, operas, etc.) should be made at least eight weeks in advance. Failure to provide notice within a reasonable amount of time may cause a delay in services.

Students who are deaf and need an interpreter must be proficient in receiving signed communication. If a student needs to confer with a professor without an interpreter being present, pen and paper may be used to communicate.

Students that are blind will be provided books and materials in alternate format. Requests for having material converted to Braille should be made at least ten days in advance of the date needed. Music students that are blind must be able to sight-read in Braille.

If a note taker is needed, the College has two full weeks from the first day of class to find one. Notes will be given to the student as soon after class as possible. At the latest, notes will be distributed twice each week. Notes are not meant to replace class attendance, and, unless prior arrangements have been made with the Director of Student Support Services, students should be in class to receive notes. Note takers are volunteers who report to the Director of Student Support Services, and they are under no obligation to do anything other than to provide notes. Problems regarding notes and/or note takers should be taken to the Director of Student Support Services promptly.

The College provides tutoring sessions at scheduled times to all students in selected academic disciplines. Auxiliary aids and services will be provided to students with disabilities in order to make departmental tutoring sessions accessible, however, the student should request these services four working days in advance. Tutoring is a personal service, and students who feel they require additional assistance beyond departmental tutoring may engage their own tutors. A student who wishes to engage a personal tutor may consult professors, department chairs, or the Director of Student Support Services for suggestions.

Personal care is not provided by the College, but is the student's responsibility. Mobility orientation and training is considered a personal service in higher education; however, the Director of Student Support Services will assist students in arranging this service with outside agencies. The College does not provide transportation to classes, including off-campus classes, for any student.

The Division of Student Development and Success upholds standards of strict confidentiality in working with all students and complies with the Health Insurance Portability and Accountability Act [HIPPA] and the Family Educational Rights and Privacy Act [FERPA]. Counselors, the Director of Health Services, professors, Public Safety, or appropriate professionals outside the Converse community are consulted and provided with information or documentation on an "as needed" basis in order to maximize outcomes for students. Records are stored in a secure location and reviewed only by authorized personnel.

I understand and agree to the above policies.

Date

Signature