

CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Disability Support Services

Information, Policies,
& Procedures for
Students

Disability Support Services Staff

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PREFACE

As an institution of higher education and in the spirit of its policies of equal employment opportunity, Chattahoochee Valley Community College hereby declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, national origin, or disability unrelated to program performance. Complaints or grievances of any student who has reason to think he or she has been affected by discrimination will be considered through established procedures.

Disability Support Services (DSS), located in Wilson Hall, serves as the central campus resource for students with disabilities. Working in partnership with students, faculty, and staff, the goal of DSS is to provide a physically and educationally accessible College environment that ensures an individual is viewed on the basis of ability, not disability. DSS staff members work individually with students to determine appropriate accommodations that will enable all students to have access to the same programs and services, and to have students' academic performance evaluated, to the extent possible, without the limiting effects of a disability.

Important Note

Any information described in the DSS Policies & Procedures Handbook is subject to change. DSS will inform students of policy and procedure changes via U. S. Mail as they relate to accommodation requests. Please keep your current address updated to avoid missing pertinent information from DSS.

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Information for Prospective Students

The staff of Disability Support Services(DSS) welcomes you to Chattahoochee Valley Community College. The purpose of DSS is to facilitate reasonable and appropriate academic accommodations to college students with disabilities. The information in chapter one is designed to help you get started with DSS should you wish to request academic accommodations as an undergraduate student at CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE.

TOPICS

 Registration with DSS Admissions Orientation Financial Aid

Registration with DSS

Registration with Disability Support Services is a separate process from applying for admission to CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE. Interested students should contact DSS at 334-214-4803 or 4845 or by mail at 2602 College Drive, Phenix City, Alabama 36869.

E-mail requests for DSS registration questions: vickie.williams@cv.edu

For Web access go to: www.cv.edu

Admission

The Admissions Office handles all applications for admission to CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE. Admission standards are described in the College Catalog/Student Handbook and must be met by all students, regardless of disability. Applications for admission are available from the Admissions Office.

New Student Experience

Students who anticipate a need for accommodations during New Student Experience should contact Disability Support Services at 334-214-4803 or 334-291-4906. Students with disabilities are encouraged to visit Disability Support Services during the New Student Experience.

Financial Aid

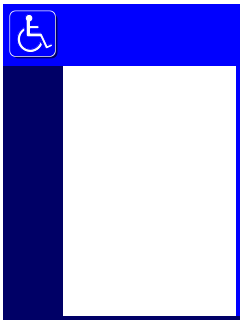
CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE'S financial aid packages (federal aid, work study, grants, and scholarships) enable students from all economic backgrounds to attend CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE.

Financial aid is awarded annually, based on need and merit, and students who wish to receive aid must **reapply each year**

You may be eligible for multiple federal programs and scholarships. For applications and complete details on eligibility requirements, award amounts, terms and deadline dates contact the Student Financial Aid Office at 334-291- 4914.

Services for Students with Disabilities






CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE is committed to serving college students with disabilities. All departments across the campus are available to provide a broad diversity of services designated to the needs of college students with disabilities.



Reminders

- Students with disabilities should remember that registration with DSS is separate from gaining admission to CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE.
- If you are applying to CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE and you have a disability, DSS recommends you do not submit disability documentation to the admissions office. Admissions decisions are made without regards to disability status. Should you have any questions, please contact DSS.

TOPICS

	DSS
	Mobility Orientation
	Parking
	Libraries
	ADRS

Disability Support Services

Disability Support Services (DSS) is the central contact point for students with disabilities. Services for students with disabilities focus upon providing individualized accommodations while promoting student responsibility and self-advocacy. DSS views the provision of reasonable accommodations for students with disabilities as a collaborative effort, requiring the cooperation of faculty, staff, and students.

Students who choose not to self-identify when they enter CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE do not forfeit their right to identify themselves and to receive accommodations at a later date. However, CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE is not obligated to provide accommodations or services for students with disabilities until students are registered with DSS, and make known their need for accommodations **each academic term**.

Disability Support Services is located in Wilson Hall. The phone number is 334-214-4803 or 334-291-4906. The fax number is 334-214-4839 and the e-mail address is vickie.williams@cv.edu. DSS is available during the normal operating hours of the institution.



Mobility Orientation

Disability Support Services provides mobility orientation to the CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE campus for students that need and request mobility orientation. Students should contact DSS as early as possible to make arrangements for mobility orientation to campus.



Parking

Accessible parking areas are available to students who are certified for disability parking by their home state.

Learning Resource Center System Access & Assistance



Estelle Bain Owen Learning Resource Center

Library staff may be contacted during business hours to ensure access to library collections and services. Special services include research assistance, telephone reference, and retrieval of materials, photocopying assistance, library orientation, special check-out arrangements, and extended loan periods for reserved materials.

To contact the Library: 334-291-4978

Alabama Department of Rehabilitation Services (ADRS)

ADRS exists to enable individuals with disabilities to reach their potential. ADRS provides necessary diagnostic medical, educational, technology, independent living, vocational counseling, and employment services to eligible individuals with disabilities to assist them in entering into employment. They do not provide comprehensive psychological services. For more information contact ADRS at <http://www.rehab.alabama.gov/>

Note

Students with disabilities are encouraged to become actively involved with campus organizations. One of our goals at DSS is to assist students with developing self-advocacy skills and becoming an active member on campus. Information on campus organizations is available both in your catalog and from your campus' Disability Support Services staff.

Verification of Disabilities

TOPICS	
◆ LD	Students with disabilities who are seeking services from Chattahoochee Valley Community College are required to submit documentation to Disability Support Services to verify their eligibility for services under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act. The documentation must specify a major life activity (such as walking, eating, writing, or learning) that has been substantially limited by a disability. The following guidelines ensure that documentation of disabilities is appropriate to verify eligibility and to support requests for accommodations. These guidelines correspond with federal guidelines and Chattahoochee Valley Community College policies, and/or the Association on Higher Education and Disability (AHEAD) and/or Educational Testing Service (ETS) guidelines on documentation of disabilities.
◆ ADHD	
◆ Mobility, Sensory, Systemic	
◆ Psychiatric	
◆ TBI	
◆ Temporary	
◆ Confidentiality	

Chattahoochee Valley Community College has an obligation and a responsibility to maintain confidentiality of evaluation information and does not release disability documentation.

DISABILITY VERIFICATION OF LEARNING DISABILITIES

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator, including information about license or certification (i.e., licensed psychologist) as well as the area of specialization, employment, and state in which the individual practices must be clearly stated in the report. The following professionals are generally considered qualified to diagnose learning disabilities: clinical psychologists, school psychologists, neuropsychologist, learning disability specialist, diagnostician and psychiatrists who have expertise in evaluating the impact of learning disabilities on an individual's *educational* performance. All reports should be on letterhead, dated, and signed.

Current/Comprehensive Documentation

Generally, an evaluation should be no more than three years old. Documentation should substantiate the need for services based on the student's *current level of functioning*. A school plan such as an IEP or a 504 Accommodation Plan is insufficient documentation, but may be included as part of a more comprehensive report.

Identification of Learning Disabilities (LD)

Evaluation should include a clinical interview, assessment of aptitude AND academic achievement, and a diagnosis of LD.

Clinical Interview – Relevant information regarding the student’s academic history and learning abilities should be included. Also, medical, developmental, and social histories should be investigated and reported, along with any family history of educational, medical, or psychosocial difficulties. Medical, social, and psychological problems should be ruled out as causes of learning disabilities.

Assessment of Aptitude – A complete intellectual assessment, with standard scores reported, is required. The following tests are recommended for assessment of aptitude; other appropriate measures may be used at the examiner’s discretion.

Wechsler Adult Intelligence Scale (3rd Edition)

Stanford-Binet Intelligence Scale (4th Edition)

Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems

The Slosson Intelligence Test–Revised and the Kaufman Brief Intelligence Test are screening devices, thus are not appropriate for the diagnosis of learning disabilities.

Assessment of Academic Achievement – Norm-referenced academic achievement tests, with all subtests and standard scores reported, are essential. The assessment should include evaluation of reading, math, and written language. Also, it may be useful to include other evaluations, such as informal inventories or classroom observations. The following standardized tests are recommended for assessment of academic achievement: other appropriate measures may be used at the examiner’s discretion.

Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Achievement (to substantiate any processing problems)

Wechsler Individual Achievement Test (if student falls within age norms)

Kaufman Test of Educational Achievement (if student falls within age norms)

KeyMath Diagnostic Arithmetic Test–Revised (if student falls within age norms)

Test of Written Language–3 (if student falls within age norms)

Grey Oral Reading Test 3 (if student falls within age norms)

The Wide Range Achievement Test (WRAT3) is a screening device, thus is not appropriate for the diagnosis of learning disabilities.

Diagnosis of Learning Disabilities – The evaluator should use direct language in the diagnosis of a learning disability based on DSM-V criteria: a **SPECIFIC statement that a learning disability exists is required for services and accommodations**. Also, the evaluator **must describe the substantial limitation(s) to academic learning** that are presented by the learning disability. If the data indicate that a learning disability is not present, the evaluator should state that finding in the report. The report must outline any alternative explanations and diagnoses.

Recommendations for Accommodations

The report should include specific recommendations for academic accommodations, **and** the rationale for such accommodations. If accommodations are not identified specifically in the diagnostic report, Disability Support Services must request this information before services can be provided. A history of accommodations does not in itself warrant the provision of similar accommodations at

Chattahoochee Valley Community College. The final determination of appropriate and reasonable accommodation rests with Disability Support Services.

The diagnostic report must include specific recommendations for accommodations and a detailed explanation of why each accommodation is recommended.

DISABILITY VERIFICATION OF ATTENTION DEFICIT/ HYPERACTIVITY DISORDERS (ADHD)

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate ADD/ADHD: physician, psychiatrist, clinical psychiatrists, neurologist, or neuropsychologist who have expertise in evaluating the impact of ADD/ADHD on an individual's *educational* performance. A diagnosis of ADD/ADHD by someone whose training is not in these fields is not acceptable. All reports should be on letterhead, dated, and signed.

Current Documentation

Evaluation should be no more than three years old and must provide a clear statement of the presenting problem. Changes may have occurred in the student's performance since a previous diagnosis, or new medication may have been prescribed or discontinued since the initial diagnosis was made. Documentation should substantiate the need for services based on the student's *current* functioning and must define the level of functioning and any limitations supported by evaluation data.

Identification of ADHD

A comprehensive evaluation should include a clinical interview, assessment of attention difficulties, and a diagnosis of ADD or ADHD using DSM-V criteria. A school plan such as an IEP or a 504 Accommodation Plan is insufficient documentation, but may be included as part of a more comprehensive report.

Clinical Interview – Because ADHD is, by definition, first exhibited in childhood and manifests itself in more than one setting, relevant historical information is essential. The student's academic history should be included. Medical, developmental, and social histories should be investigated and reported, along with any family history of educational, medical, or psychosocial difficulties. A description of the individual's presenting attention symptoms should be provided, as well as any history of such symptoms. A family history of ADHD and the student's medication history also are important.

High school IEP, 504 Plans, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

Assessment of Attention Difficulties

The evaluator should include any assessment data that supports or refutes a diagnosis of ADHD. Assessments such as checklists and rating scales are very important, but checklists, surveys, or subtest scores should not be used as the SOLE criterion for a diagnosis of ADHD.

The evaluator should investigate the possibility of dual diagnoses and/or co-existing medical and/or psychological disorders that result in behaviors that mimic ADHD. Medical, social, and psychiatric problems should be ruled out as causes of ADHD.

Diagnosis of ADD/ADHD Using DSM-V Criteria – Individuals who exhibit general problems with organization, test anxiety, memory, and concentration do not fit the diagnostic criteria for ADHD. Likewise, a positive response to medication by itself does not confirm a diagnosis of ADHD. The diagnostician should use direct language in the diagnosis of ADHD, avoiding the use of terms such as “suggests”, “is indicative of”, or “attention problems”. **A SPECIFIC statement that the student is diagnosed with ADD or ADHD and the accompanying DSM-V criteria are required for services and accommodations.** Also, the evaluator **must describe the substantial limitation(s) to academic learning** presented by the attention disorder. If the data indicate that ADHD is not present, the evaluator should state that finding in the report. Additionally, any alternative explanations or diagnoses must be ruled out.

Diagnosis must be clearly supported (with data provided) using relevant test data with standard scores to support conclusions, including at least:

WAIS-R

Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language

Behavioral Assessment Instruments for ADD/ADHD, normed on adults

Recommendations for Accommodations

The diagnostic report should include specific recommendations for academic accommodations, and the rationale for such recommendations. If accommodations are not identified specifically in the diagnostic report, Disability Support Services must request this information before services can be provided. A history of accommodations in itself does not warrant the provision of similar accommodations at Chattahoochee Valley Community College. The final determination of appropriate and reasonable accommodation rests with Disability Support Services.

A summary of diagnostic findings is a component of the report. The summary might include an indication of how patterns of inattentiveness and/or hyperactivity validate the presence of ADHD and the elimination of alternative explanations for academic problems (such as poor study habits, lack of motivation, psychosocial or medical problems).

DISABILITY VERIFICATION FOR STUDENTS WITH MOBILITY, SENSORY, AND SYSTEMIC DISORDERS

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate mobility, sensory and systemic disorders: treating physician, orthopedic specialist, audiologist, speech pathologist or ophthalmologist who has expertise in evaluating such disorders. All reports should be on letterhead, dated, and signed.

Current Documentation

Evaluation should be no more than one year old. Changes may have occurred in the student's performance since a previous diagnosis, or new medication may have been prescribed or discontinued since the initial diagnosis was made. Documentation should substantiate the need for services based on the student's *current* functioning.

To determine eligibility for support services, the College needs specific information about the student's impairment and how this impairment constitutes a substantial limitation to a major life activity. Toward that end, the physicians report must include the following information.

1.
 - a. Clinical Diagnosis based on International Classification of Disease, 9th Revision, Clinical Modification (ICD-9-CM), or most recent edition.
 - b. Date of diagnosis.
 - c. Last contact with individual.
 - d. Defined levels of functioning and any limitations.
 - e. Current treatment and medication.
2. Describe symptoms of this diagnosis, with approximate date of onset.
3. Identify the major life activities affected by this disorder such as walking, learning, seeing, hearing, sleeping, etc.
4. Is the student currently taking any medication related to the condition for which the student is asking for reasonable accommodations? If so, please relate the impact of that medication on the student's ability to participate in an academic environment.
5. Please suggest accommodations/modifications to equalize this student's educational opportunities at the post-secondary level.
6. Please attach any other information relevant to the student's individual needs.

DISABILITY VERIFICATION FOR STUDENTS WITH PSYCHOLOGICAL DISORDERS

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate psychological disorders: clinical psychologists, neuropsychologist, psychiatrists and licensed professional counselors who have expertise in evaluating the impact of psychiatric disorders on an individual's *educational* performance. All reports should be on letterhead, dated, and signed.

Current Documentation

Evaluation should be no more than one year old. Changes may have occurred in the student's performance since a previous diagnosis, or new medication may have been prescribed or discontinued

since the initial diagnosis was made. Documentation should substantiate the need for services based on the student's *current* functioning.

To determine eligibility for support services, the College needs specific information about the student's impairment and how this impairment constitutes a substantial limitation to a major life activity. Toward that end, the physicians report must include the following information.

1. Diagnostic criteria:
 - a. Diagnosis by a mental health professional (psychologist, neuropsychologist, psychiatrist, licensed professional counselor) that is an impartial individual not related to the student.
 - b. DSM-V designation.
 - c. Date of diagnosis that is no older than three years.
 - d. Last contact with student.
 - e. Defined levels of functioning and any limitations.
 - f. Current treatment and medication.
2. Describe symptoms that meet the criteria for this diagnosis.
3. Summarize present symptoms and prognosis.
4. Identify the major life activities affected by this disorder such as walking, learning, seeing, hearing, sleeping, etc.
5. Is the student currently taking any medication related to the condition for which the student is asking for reasonable accommodations? If so, please relate the impact of that medication on the student's ability to participate in an academic environment.
6. Please suggest recommendations for academic accommodations and your rationale for suggesting such accommodations.
7. Please attach any other information relevant to the individual's needs.

DISABILITY VERIFICATION OF TRAUMATIC BRAIN INJURY (TBI)

Qualifications of Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate Traumatic Brain Injury (TBI): rehabilitation counselor, speech-language pathologist, orthopedic specialist, neuropsychologist and/or other specialist as appropriate who have expertise in evaluating the impact of TBI on an individual's *educational* performance. All reports (post-rehabilitation and within one year) should be on letterhead, dated, and signed.

To determine eligibility for support services, the College needs specific information about the student's impairment and how this impairment constitutes a substantial limitation to a major life activity. Toward that end, the physicians report must include the following information.

1.
 - a. Clinical diagnosis based on International Classification of Disease, 9th Revision, Clinical Modification (ICD-9-CM), or most current edition.
 - b. Date of diagnosis.
 - c. Last contact with individual.
 - d. Current treatment and medications.
2. Assessment of cognitive abilities, including processing speed and memory (post-rehabilitation and within one year).
3. Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities: post-rehabilitation and within one year).
4. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.).
5. Identify the major life activities affected by this disorder such as walking, learning, seeing, hearing, sleeping, etc.
6. Is the student currently taking any medication related to the condition for which the student is asking for reasonable accommodations? If so, please relate the impact of that medication on the student's ability to participate in an academic environment.
7. Please suggest recommendations for academic accommodations and your rationale for suggesting such accommodations.
8. Please attach any other information relevant to the individual's needs.

Temporary Injuries and/or Illness

Students with temporary injuries and/or illness are not eligible for services under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. Examples include but are not limited to ankle sprains, colds, and the flu.

Confidentiality of Disability Verification Documents

DSS is the only party that will review disability verification documents. DSS will not release disability documentation to any party, including the student. Students may request a copy of their documentation from the document's author. Strict confidentiality is maintained in all verbal communications with CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE faculty and staff unless a student grants written permission or DSS is required to do so by law or court order.

How reasonable accommodations are determined

TOPICS	
➔ Reasonable Accommodation	An academic accommodation is essentially a problem-solving process. The task is to determine the necessary adjustments that will enable students with disabilities to have access to the same programs and services available to students without disabilities, and to have their academic performance evaluated without the limiting effects of their disability. The objective of such adjustments is to accommodate the functional limitations of the student's disability while maintaining the integrity of College courses and programs.
➔ Personal Services	
➔ Accommodations & Services	
➔ The Accommodation Process	DSS determines reasonable academic adjustments for students, taking into consideration recommendations from the physician, psychologist or other clinician that diagnosed the student's disability. DSS also ascertains accommodations that previously have been used in educational settings with the student, and gives consideration to student preferences for accommodation. In addition, DSS staff consults with faculty to assist with developing reasonable accommodations to individual course requirements. DSS staff meets individually with students to discuss accommodations. Although some persons may have similar disabilities, each request for accommodation is considered on a case-by-case basis.
➔ Grievance Process	
➔ Steps for Grieving	
➔ Differences	
➔ Transfer Students	

Services of a Personal Nature

Services of a personal nature are not considered accommodations in postsecondary education. Examples of personal services include but are not limited to tutoring, attendant care, transportation and mobility.

Accommodations and Services

Disability Support Services may recommend the following accommodations and services. DSS recommends specific accommodations based upon documentation received and individual class requirements. The following examples of common accommodation requests may not be appropriate in all situations. Furthermore these examples are not an exhaustive listing of all possible accommodations that may be implemented in the classroom setting.

Priority Registration – DSS provides all registered students with priority registration. The student is responsible for regular advisement through individual College advisors. After consultation with an academic advisor, students must have their registration form approved by DSS. The student is responsible for presenting the registration form to the appropriate data entry location.

Testing Accommodations - Testing accommodations may include extended time, reduced-distraction testing situations, auditory or orally administered tests, alternate test formats, readers, and/or scribes. Testing accommodations are provided within each department, if possible. Students should discuss testing accommodations with their instructors at the beginning of each term. DSS proctors examinations for students that need to use assistive technology or whose instructor is unable to provide test proctoring. Students are obligated to comply with DSS test proctoring guidelines to ensure smooth delivery of services and maintain integrity of faculty examinations.

Alternate Formats for Assignments – In many cases, assignments may be submitted in formats other than those stated in course requirements.

Audio Recording and/or Notetakers - Students may be permitted to record class lectures and/or may request peer notetakers. DSS will assist in providing NCR (No Carbon Required) paper for notetakers, and/or arranging for peer notetakers.

Academic Classroom Aids – In many cases, students may be permitted to use calculators, dictionaries, word processors, spell checkers, and/or grammar checkers for in-class and out-of-class work.

Adaptive Computer Technology – The College offers assistance with document readers and other adaptive computer technology.

Academic Assistance – Academic assistance may be provided through notetakers, scribes, readers, and/or sign language interpreters. However, federal law does not require the College to provide services that place an undue administrative or financial burden upon the College. The College is not required to provide services of a personal nature, including assistance with eating, toileting, or mobility.

The Accommodation Process

It is the student's responsibility to request accommodations each term. To request academic accommodations, students are required to complete a series of steps, preferably at the beginning of each term. Registered students may request accommodations at any point during the term. However, students that do not give sufficient notice of accommodation requests are not guaranteed optimal accommodations will be implemented. (Requests for interpreters must be made at least 6 weeks in advance). Students have an obligation to inform CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE in a timely manner of accommodation requests.

Student obligations with accommodation requests are as follows:

1. Meet with a DSS staff member to discuss accommodation requests.
2. Complete an Accommodation Request Form.

3. DSS will prepare an Accommodation Letter to the instructor of each course.
4. Deliver an Accommodation Letter to the instructor of each course for which accommodations are requested.
5. Discuss how accommodations will be implemented with the instructor of the course. DSS is available to offer suggestions to the student and faculty member.
6. Remind the instructor of exam accommodations at least one week before scheduled exams.
7. Report any problems with accommodation implementation to DSS.

Students are required to deliver and discuss Accommodation Letters with faculty before accommodations will be implemented. Instructors are not obligated to provide accommodations until such time they are notified by official hand delivered letter to do so. Also, accommodations are not retroactive. In other words, faculty are not obligated to accommodate prior exams, assignments, or any course related activity before an Accommodation Letter is delivered and discussed.

Students are entitled to appeal accommodation decisions of DSS, faculty or other CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE entities. Please refer to the 504/ADA Grievance Process for Students below.

504/ADA Grievance Process for Students

Questions and concerns regarding accommodations and services for students with disabilities should be directed initially to Disability Support Services. If DSS staff members cannot provide information or suggestions that resolve issues involving disability rights issues, a meeting with the student, the faculty member (if applicable), DSS staff members and the Dean of Student Affairs is the second step in resolving disagreements.

If an agreement concerning disability rights is not reached at this point, the final step in the grievance process involves the dissenting party filing a formal grievance. During the grievance process, the student is entitled to receive accommodations recommended by DSS.

The process for filing and official grievance is located in the *Chattahoochee Valley Community College Catalog/Student Handbook*.

Steps in the Grievance Process

1. Consult with appropriate DSS staff member(s).
2. If the situation cannot be resolved in step one, you are encouraged to meet with DSS staff member(s), the course instructor (if applicable), and Dean of Students to discuss your concerns. (A DSS staff member will schedule this meeting at the student's request).
3. If a result is not achieved in step two, it is recommended you submit a formal, written grievance to the President of the College.

Should you disagree with the outcome of the Grievance Process, you may file a formal complaint with the Office for Civil Rights:

Regional Office for Civil Rights
Office for Civil Rights, Region IV
U. S. Department of Education
Atlanta, Georgia 30301-3104

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

An important issue for potential and current college students with disabilities is to understand the differences between the application of disability rights laws in secondary and post-secondary institutions. The most basic distinction between services for students with disabilities in high school and college is secondary settings are geared towards least restrictive setting whereas post-secondary institutions are obligated to provide access. In other words more responsibility is placed on student initiative in higher education.

A student's responsibilities dramatically increase as they move from secondary to postsecondary education. The chart below illustrates differences between secondary and post-secondary obligations of students with accommodation requests.

COMPARISON OF RESPONSIBILITIES IN HIGH SCHOOL UNDER P.L. 94-142/IDEA/ 504 AND IN COLLEGE UNDER SECTION 504 AND ADA		
Issue	Responsibility at Secondary Level	Responsibility at Postsecondary Level
Identification of disability	School	Student
Assessment of disability	School	Student
Programming	School/Parent	Student/Institution
Advocacy	School/Parent	Student
Decision Making	Placement Team	Institution/Student
Transition Planning	School/Student	N/A
Placement Team	Student	N/A

Brinckerhoff, L. C. Shaw, S. F. and J. M. McGuire, J. M. (1992), "Promoting Access, Accommodations, And Independence For College Students With Learning Disabilities" *Journal of Learning Disabilities*, 25(7), 417-429. Copyright 1992 by PRO-ED, Inc. Reprinted by permission

LEGAL	
HIGH SCHOOL	COLLEGE
<ul style="list-style-type: none"> Services provided under IDEA or Section 504 	<ul style="list-style-type: none"> Services provided under Section 504 of the Rehabilitation Act and The Americans with Disabilities Act
<ul style="list-style-type: none"> School district responsible for identifying and evaluating disability at No cost to student or family 	<ul style="list-style-type: none"> Student must self identify and provide documentation of disability

	<ul style="list-style-type: none"> • Student must pay cost of evaluation • College responsible for costs involved in providing accommodations and/or essential auxiliary aids student needs based on documentation of disability
ACADEMIC ENVIRONMENT	
HIGH SCHOOL	COLLEGE
<ul style="list-style-type: none"> • Special education teacher liaison and buffer between student, other teachers, administrators, and parents • The decision to receive accommodations is made by educators and parents. Students have little or no choice 	<ul style="list-style-type: none"> • Student responsible for self advocacy • Student can choose not to seek services and accommodations and can choose to function independently • Student must self identify disability and request services from college • Student required to provide recent documentation (less than three years old) of disability • Documentation must clearly support requested accommodations
<ul style="list-style-type: none"> • Help readily available 	<ul style="list-style-type: none"> • Student must independently seek help using effective communication skills • Services must be requested well in advance (ie. you cannot wait until day of test to ask for accommodations)
<ul style="list-style-type: none"> • Student "labeled" as special education student • Student possibly served separately from other students 	<ul style="list-style-type: none"> • Student not "labeled" or served separately from other students • Other students and faculty will not know about student's disability • Faculty only notified of required accommodations
<ul style="list-style-type: none"> • Personnel talk freely with parent about student progress and planning 	<ul style="list-style-type: none"> • Personnel cannot discuss student without student's written permission

Adapted from: * Claire E. Weinstein, Karalee Johnson, Robert Malloch, Scott Ridley and Paul Schults. Innovation Abstracts (vol. x No. 21; Sept. 30, 1988.) National Institute for Staff & Organizational Development (NISOD); the University of Texas. Austin, Texas 78712. * F. Shaw, L.C. Brinckerhoff, J. Kistler, and J.M. McGuire, 1991, Learning Disabilities: A Multidisciplinary Journal, 2, 21-26. * The Postsecondary Learning Disabilities Primer, Learning Disabilities Training Project, Western Carolina University, 1989. * Brinckerhoff, L.C., S.F. Shaw, and J.M. McGuire, 1993, Promoting Postsecondary Education for Students with Learning Disabilities. * Vogel, S. A. Adelman, P.B. 1993, Success for College Students with Learning Disabilities.

Transfer Students

Transfer students should contact the Admissions Office to inquire about admission status. Transfer students with disabilities that have received accommodations at another post-secondary institution are not necessarily eligible for services at CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE. To secure services from DSS, transfer students with disabilities must follow DSS registration outlined in this manual. The following steps are recommended to transfer students for ensuring timely service:

I. Requesting Disability Documentation

1. Request your disability verification be forwarded to DSS from the professional that diagnosed or assessed your disability. Typically you will have to sign a release of information before any documents are forwarded to DSS. Or;
2. Request your disability verification be forwarded to DSS from the institution that provided you with academic accommodations. Typically you will have to sign a release of information before any documents are forwarded to DSS. Some colleges and universities will not forward disability verification to outside parties (such as CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE).

II. Requesting Verification of Academic Accommodations

1. Request the institution that provided you with academic accommodations to verify in writing the types of accommodations granted. Typically you will have to sign a release of information before verification is forwarded to DSS.
2. Discuss with an appropriate DSS staff member the types of accommodations and services you used at a prior institution.

III. Common Points of Confusion

1. Who requests disability verification? The student is responsible for ensuring disability verification is sent to DSS. Staff at DSS does not request information from other institutions.
2. Admissions decisions are made without consideration of disability status. Do not send disability verification to the Admissions Office.

Section
5

DSS Policies

TOPICS	
ظ	Accommodation Letter
ظ	Audio Recording
ظ	Excused Absences
ظ	Interpreter Policy
ظ	Notetaker
ظ	Reader Services
ظ	Exam Proctoring
ظ	Records Review
ظ	Release of Information

The following policies apply to DSS operations. Registered students should be familiar with those policies that apply to their particular requests. DSS may change, alter, or modify policy. Students will be notified by mail of policy changes. It is imperative students keep their address updated with the registrar because DSS secures student address information from the registrar.

Accommodation Letter

The following is the official notice of accommodation needs that students' request from DSS at the beginning of each term and present to professors:

The student whose name appears below is eligible and is registered for services with Disability Support Services (DSS). The following is a request for accommodations, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If you have any question or need any further information about academic accommodations, please feel free to contact DSS at 334-214-4845.



Chattahoochee Valley Community College
DSS Instructor Notice

Name: _____ SS# _____ Term _____

Course# _____ Section# _____ Instructor _____

This student is eligible for the following academic accommodations:

Instructional Accommodations

(Instructional Accommodations for which you are eligible will be listed here, e.g., notetaker).

Exam/Assignment Accommodations

(Exam/Assignment Accommodations for which you are eligible will be listed here, e.g., extended time for exams).

Other

If you have questions or concerning the accommodation(s), please feel free to contact Vickie Williams at extension 4803. Please keep a copy of this form for your records and give the original to the student to return to me.

Instructor's signature _____ Date _____

Student signature _____ Date _____

ADA Coordinator signature _____ Date _____

This student may or may not use all of the above-mentioned accommodations in your class.

**Chattahoochee Valley Community College
Placement Test Accommodation Referral Form**

Date _____

Name _____ Student ID# _____

The above named person has established eligibility for the following placement testing accommodations:

1. _____
2. _____
3. _____

ADA Coordinator

I (student) understand that it is my responsibility to make appropriate and timely arrangements with the testing coordinator for the delivery of the above accommodations.

Student Signature

Audio Recording Policy

Students that are eligible to record class lectures must agree to the following terms in order for DSS to request this accommodation.

I agree to abide by the policy of audio recording lectures as established by DSS. I will not copy or share audio recordings from any of my classes with other students. I will not copy or share audio with non-students. I will not divulge the contents of audio recordings from any of my classes with agencies, representatives of organizations, the media or any entity other than myself.

I understand that failure to abide by the audio recording of lectures policy may result in a charge of academic misconduct.

Following the term I will erase audio recordings from all my classes or donate recordings to the DSS audio recording library.

Excused Absence Policy

Students should sign and keep a copy of this statement for reference following a disability-related absence. Students that are eligible for excused absences should keep in mind that disability related absences only apply when reasonable. Students that are absent frequently or for long periods may not be eligible to receive excused absences, but may be able to take an incomplete in the course.

Any student who is eligible for the academic accommodation of excused absences is responsible for the following in the event such student is absent from class because of disability related issues:

1. At your earliest convenience, inform your instructor that you are absent due to disability related symptoms. DSS recommends you e-mail your professor and save the message you sent for records. If you do not have access to e-mail, you should call your professor via telephone. It is imperative that your professor is aware of your absence as soon as possible.
2. If you visit a physician or other type of care-giver, please obtain a signed excuse from that person to give to your professor.
3. You are responsible for any work or exams you miss due to an absence. Make arrangements to complete missed assignments and/or exams with your professor in a timely manner.
4. If you have any questions, do not hesitate to contact DSS at 334-214-4803 or 334-291-4906.

Sign Language Interpreter Policy

The Goal of DSS in Interpreting Services

The goal of Disability Support Services (DSS) in the area of interpreting services is to facilitate the process of providing high quality interpreting services to Deaf, hard-of-hearing and hearing clients. DSS will serve in a mediator capacity to ensure appropriate accommodations are provided to Deaf and hard-of-hearing (D/HH) students as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

The Interpreter's Role

An interpreter is a professional communication facilitator between D/HH individuals and hearing individuals. The purpose of an interpreter is to provide a meaningful communication exchange equal to that of a hearing individual. The interpreter uses a specific sign language to communicate the spoken word to D/HH clients. Interpreters will use their voice to communicate sign language to hearing clients. Some D/HH individuals however, prefer to voice for themselves. The interpreter is ultimately responsible for ensuring that the environment is appropriate and conducive for interpreting.

The interpreter is not a tutor, instructor, note-taker or counselor and should not engage in these roles.

Requesting an Interpreter

It is critical that D/HH students notify DSS of their communication needs and preferences as early as possible to ensure appropriate accommodations. Requests for interpreter services must be submitted 6 weeks prior to the beginning of the term. DSS will require a copy of the student's schedule and a completed Interpreter Request Form. Forms are available at DSS or via email.

Students should inform DSS when any changes are made in the class schedule (Adding or dropping a class, room change, day/time change). This will allow DSS to coordinate interpreters appropriately.

Students that experience problems with interpreting services should attempt to address their concerns with the Interpreter and/or professor. If no resolution can be reached, the student should contact the DSS office as soon as possible.

Notetaker Announcement

Notetakers are provided to students that have a visible need for notetaker services or have documentation that substantiates a need for notetaker services.

INSTRUCTOR:

Please read the following announcement in class. (You can announce this either before or after class).
Be sure to keep the disabled student's name confidential:

“A student in this class requires a notetaker. If you are interested and plan to attend class on a REGULAR basis, please see me after class.”

1. If more than one student is interested in taking notes, please narrow the choice down to one student. (Preferably a student with a 3.0 GPA or higher)
2. Introduce the notetaker to the student with a disability. (You can do this either before or after class)
3. Give the handout to the note taker and instruct him/her to report to Disability Support Services in Wilson Hall, to complete appropriate paperwork.

If you have any questions about this process please do not hesitate to call DSS at 983-3521, ext. 296.

Reader Services Policy

Readers are offered to students that are eligible for reader services. Four weeks prior notice is required for reader services. Typically readers are secured for texts that are unavailable through RFB&D or too difficult to scan. Reader services for exams are seldom because students are able to access exam materials via assistive technology.

Eligible students should notify DSS at least four weeks in advance if reader services are needed. Students should not acquire reader services on their own without prior approval from DSS. DSS is not responsible for compensating unapproved readers.

Role of a Reader: The purpose of a reader is to provide access to print materials. Readers are not available to offer interpretations or explanations for documents read. Students should consult their professor for clarifications.

Exam Proctoring Policy

Role of Exam Proctoring at DSS

- DSS is NOT a testing center. The purpose of DSS is to ensure reasonable academic accommodations as requested for registered students with disabilities.
- DSS proctors exams for students that need to use assistive technology to access and respond to test content. DSS will proctor exams for professors that do not have the time or resources to conduct proctoring.
- Students that do not need assistive technology are required to attempt working out exam accommodation requests with their professor. If an agreement is not achieved, DSS will then proctor the exam.

Rules of Exam Proctoring for Students

- Students that take examinations at DSS are required to submit a Test Proctoring Form before exams will be proctored. It is imperative the Test Proctoring Form is complete.
- DSS is NOT responsible for ensuring student exams are delivered to the office. It is the student's responsibility to ensure delivery of exams to DSS.
- DSS cannot grant extensions for exam completion beyond requested accommodations. Students should consult with their professor regarding extensions.
- Professors have a right to establish exam parameters such as the day and time students are to take exams. DSS will only ask for adjustments when a scheduled exam interferes with DSS operations.
- Students will not be allowed to leave the testing area for any reason once an exam has begun unless such student is eligible for an accommodation that allows for movement or restroom breaks.
- Students are not allowed to take books, book bags, notes, or any class related material into a testing area unless the student has expressed written permission from the instructor as indicated on the Test Proctoring Form.
- Students are not allowed to consult with tutors or office personnel about exam questions. To do so constitutes academic misconduct unless a student has expressed written permission from the instructor as indicated on the Test Proctoring Form.
- Students will be served on a first-come-first serve basis unless prior scheduling has been arranged.
- Students that are eligible for reduced distraction test environment will be given an opportunity to test by themselves if space is available. In some situations more than one student will be taking exams during test time. Please remember that reduced distraction test environment is

not defined as “private test room.” Reduced distraction means fewer disruptions. No environment is 100% free of distractions.

Policy for Review of Personal Records by Students

1. According to federal law as outlined by the Family Education and Privacy Act (FERPA), students have a right to review academic records.
2. Students that wish to see their file should make a request to DSS.
3. A request to review a file will be honored within 45 days, the period specified by FERPA. Typically, DSS Staff will be able to schedule a review session within 10 days.
4. An appropriate DSS Staff member will be present when a student reviews his/her file. Any questions regarding disability documentation will be answered to the best of the staff member’s ability. Students are encouraged to contact the author of their disability documentation to discuss questions, comments, or concerns.
5. Students are not allowed to photo-copy the contents of their file, however, students are allowed to make notations.

Release of Information

DSS will release no written information about a registered student. Verbal communication regarding a student’s disability is not given without expressed written consent of a student. You are not required to sign a release of information to access reasonable accommodation requests. Please consider carefully the following options for release of information.

I give permission for DSS to share the following disability related information with faculty, staff, and other Chattahoochee Valley Community College officials involved in my overall education process. Please initial those aspects you give DSS permission to release.

- _____ My diagnostic results as provided by my physician, psychologist or other appropriate licensed professional (verbal discussion only, no document exchange)
- _____ Symptoms of my disability
- _____ History of my disability
- _____ Factors that may exacerbate symptoms of my disability
- _____ Instructional methods that may assist instructors with my educational achievement

_____ Suggested readings and/or documents to increase knowledge about my disability

_____ Offer options for implementation of accommodations

NOTE: DSS will not release disability documentation for a student to any entity. Requests for duplication should be directed to the document's author.

DSS will, however, verify accommodations granted at CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE for students that request such information.

Advance Registration Policy

Advance registration is available to all students who have registered and remain on active status with Disability Support Services. Priority registration dates are published each term in the class schedule. DSS cannot approve advance registration outside of the assigned priority registration period.

Steps:

1. Consult with your academic advisor for course scheduling.
2. Bring your registration form to DSS to receive priority registration approval.
3. Take your completed schedule to the data entry point at the approved location.

CVCC Animals on Campus Policy

For the purposes of this policy "Animal" means any bird, reptile, or mammal. Animals are not permitted in college owned or controlled buildings. Any animal brought onto the campus must be on a leash and under the control and possession of the owner at all times. No person shall bring an animal onto college owned or controlled property unless the animal has a current rabies vaccination tag, if applicable.

Exceptions:

Assistance animals trained to assist a physically impaired person in one or more daily life activities, including but not limited to Guide Dogs for the Blind, Companion Dogs for the Deaf, Canine Companions for Independence, or those associated with a comparable nationally recognized organization and animals under guidance and control of college staff for the purpose of research or other academic endeavors.

Any person who violates this policy is subject to:

An order to leave the premises and remove the animal from property owned or controlled by the College.

Animals found on college or controlled property in violation of this policy will be impounded and taken to the Humane Society if the owner cannot be readily located.

Persons with animals failing to comply with an order by a person in charge to leave or to remain off the immediate premises or property owned or controlled by the college are subject to arrest for criminal trespass.

The Dean of Student Services, Director of Facilities, Officers of the Department of Safety & Environmental Health, Officers of the Department of Public Safety, and their designees have the authority of "persons in charge" of college property for purposes of this policy.