

Accommodation Services

HOW TO ACCESS SERVICES AND ACCOMMODATIONS

Student with disabilities should contact the Student Success Specialist to schedule an intake interview. During this meeting, discussion will focus on how the disability affects the student and what accommodations will be needed. Documentation of the disability will be required. The **Student Success Team (SST)** will use the documentation as a guide for determining reasonable accommodations, however, the SST is not bound by nor limited to the recommendations found in the documentation. Guidelines for documentation requirements are available through the Student Success Specialist.

The Student Success Team (SST) is comprised of the Director of the Student Success Center, Student Success Specialists, the Vice President for Instruction, and the Vice President for Students/Enrollment Management. **The Student Success Team** will determine if the documentation is adequate to both establish the existence of a qualifying disability and to support the requested accommodations. The SST will approve or deny accommodations for each student requesting services and will review the progress of students regularly.

Accommodations need to be requested as far in advance as possible. Types of services may include, but are not limited to:

- Notification to instructors concerning needed accommodations
- Note takers
- Course exam accommodations
- Recorded textbooks
- Sign language interpreter(s)
- Specialized advising
- Tutor Lab

ACCOMMODATIONS NOT PROVIDED The Student Success office does not offer:

- ❖ Reduced standards for academic performance.
- ❖ Exemptions from graduation requirements.
- ❖ Personal care assistance.
- ❖ Services which fundamentally alter the nature of the programs and/or classes.

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