



HLC Accreditation Evidence

Title: A Guide to Disability Services

Office of Origin – Student Services

A Guide to Disability Services

As part of its mission to advance learning and improve lives, Barton Community College strives to provide access and opportunity to all qualified students. Additionally, Barton, like all schools, is required by law to provide reasonable academic accommodations to students with disabilities.

What is a disability?

A disability as defined by the ADA is:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual which can include a temporary disability.
- A record of such an impairment; or
- Being regarded as having such an impairment.

The Regulatory Definition – a physical or mental impairment means

- Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine; or
- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

What is an accommodation?

Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs.

There are many categories of accommodations. Appropriate accommodations are provided on an individual, case-by-case basis. Some common accommodations include:

- adapting a dorm room or a classroom for a student who uses a wheelchair
- extending timelines on assignments or tests
- providing for the use of auxiliary aids such as sign language interpreters, tape recorders, note takers, scribes, readers, or books on tape

Some accommodations will not be provided. These include personal devices or assistance with personal services. Additionally, schools are not required to alter the fundamental requirements of a class or program. Finally, schools are not required to provide the specific accommodations requested or the ideal accommodation, but are obligated to provide **reasonable accommodations**, for known limitations.

Disclosure & Documentation

Students who believe they are entitled to and in need of an accommodation need to disclose this information to the appropriate office or person. At Barton, the student should contact a disability advocate. The Barton disability number is 1-620-786-1102 or 1-855-509-3367. The student should begin the accommodations request process as early as possible to allow adequate time for accommodations to be set in place.

Additionally, students wanting to request an accommodation will need to provide recent professional documentation regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations.

Accommodations Process

First, the student needs to enroll in classes. Second, in order to receive accommodations the Student notifies a disability advocate. Students on the Great Bend Campus may call 620-786-1102 or come to the north end of the Learning Resource Center. Students at the Fort Riley Campus may call 620-786-1102 or come to the Student Services Office in Building 217, Room 105 or call 785-784-6606. Online students may call 620-786-1102 or 1-855-509-3367, or click disabilityservices@bartonccc.edu.

- a) Students with a disability who are seeking academic accommodations need to provide written documentation of the diagnosis for the disability. A disability may be physical, mental or a learning disability.
- b) The student then explores with staff what sort of accommodations he might need. The accommodations requested are then listed on the Accommodations Request Form. A copy is given to the student, and the original is kept on file with the student's disability documentation.
- c) An electronic accommodation request form is printed off with each of the student's instructors name and class when accommodations are being requested for that class. The student takes the request form to each instructor to discuss the accommodations and to get the document signed. The instructor is asked to copy the form for his/her file. The instructor is not told the nature of the disability, just which accommodations are needed and that documentation is on file. Students are encouraged to discuss their disability with the instructor, but it is totally up to the student whether or not to reveal the nature of the disability. If instructors have additional accommodations that might help the student, or if they want to modify the accommodations that have been requested, they contact the student and come to a mutual agreement. The revised form is then signed and returned to the disability advocate.
- d) After the student has the signature of each instructor, the forms are returned to the disability advocate by the student to be kept on file. This documentation is necessary to fulfill ADA requirements and to assure that the student receives the support to which he/she is entitled.
- e) This process is repeated for subsequent semesters.

**For online students, Accommodation Request Forms are e-mailed to instructors by the disability advocate.

Contact information

Please e-mail disabilityservices@bartonccc.edu.

Privacy

Barton Community College adheres strictly to the Family Educational Right to Privacy Act (FERPA), which does not allow institutions to release information to parents without the permission of the student. Additionally, the Disability advocate will not release a student's disability documentation to another institution without the student's written consent. Finally, the Disability advocate will provide instructors only information that applies to the accommodations a student needs but not information about the disability itself.

Appeal

Barton Community College has established procedures for students to appeal decisions about the accommodations process. For information on the appeal process, students should contact the Dean of Student Services at 620-792-9226.

Suggested Reference

The United States Department of Education has available an informative publication for students with disabilities who are transitioning into post-secondary education. The publication is entitled *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*. The Publication is available to view or order online at www.ed.gov/print/about/offices/list/ocr/transition.html