Disability Support Services

1000 Viking Drive
Hillsboro, MO 63050
(636) 797-3000 Ext. 3158 or (636) 481-3158
Jefferson College Hillsboro Campus Room #110
TDD users call (636) 789-5772
www.jeffco.edu

Policies and Procedures
Academic Year 2013-2014

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Introduction
Mission Statement

The Disability Support Services Office (DSS) of Jefferson College is committed to the fulfillment of equal educational opportunities, autonomy and full inclusion for students with disabilities. Disability Support Services serves to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy and to ensure compliance with the ADA, ADAAA and Section 504 of the Rehabilitation Act.

Objectives

1. Facilitate the highest levels of educational excellence and potential quality of life for students with disabilities.
2. Support Jefferson College’s academic standards.
3. Improve the recruitment, transition, retention and success/graduation of students with disabilities.
4. Ensure the effective delivery of accommodations while minimizing obstacles for students with disabilities.
5. Be actively engaged in supporting and clarifying state and federal laws and institutional policies and procedures applicable to the delivery of services for students with disabilities.

Confidentiality

The ADA Amendments Act of 2008 is a mandate from the federal government that carries rules regarding the confidential treatment of disability related information. These guidelines require that disability related information be:

- Treated as medical information and handled under the same strict rules of confidentiality. This includes the documentation that students with disabilities are required to provide when requesting services and/or accommodations;
- Collected and maintained on separate forms and kept in secure files with limited access;
- Shared only on a need-to-know basis for a compelling reason or with the student’s permission.
- Properly disposed of after a period of five years of inactivity; according to state and federal laws.

All documentation provided to Disability Support Services is held strictly confidential. No information, except as provided by law, will be released to anyone, including parents, guardians and spouses, without the student’s written consent.
Self-disclosure

It is the student’s responsibility to self-identify, to provide current and appropriate documentation of a disability and to request accommodations from Disability Support Services.

Many services for students with disabilities that were previously facilitated by parents and teachers under IDEA (Individuals with Disabilities Education Act) Guidelines are now the responsibility of the student. It should be understood that not all accommodations received in high school are acceptable in college.

Any qualified student with a disability who requests accommodation should meet with the DSS Coordinator at least 3 weeks prior to the student’s first semester of classes. This allows time to ensure that the student has all the appropriate documentation related to the disability and to set up needed accommodations in advance.

A student has a right to choose not to disclose a disability; however, if a student chooses not to disclose a disability to Disability Support Services, the student is not covered under the ADAAA or under Section 504, and he or she cannot receive accommodations or support services. Should a student choose not to disclose a disability and then later decide to disclose the disability, any newly requested accommodations are not provided retroactively.
DSS Services
Disability Support Services

Who is eligible…

Disability Support Services provides services for any Jefferson College student with a diagnosed disability, including but not limited to visual, hearing, psychiatric, physical, and learning disabilities.

Current and appropriate documentation of a disability must be provided to Disability Support Services and must show how the disability substantially limits one or more major life activities before accommodations can be received.

For information regarding required documentation, go to www.jeffco.edu [Current Student Tab > Disability Support Services], or contact Disability Support Services in the main campus library at Jefferson College Hillsboro or call (636) 481-3158 or (636) 797-3000, ext. 3158.

Getting Started…

To ensure appropriate accommodations are in place before the semester begins, the following steps must be taken:

1. Contact Disability Support Services at (636) 481-3158 or (636) 797-3000, ext. 3158 to discuss potential eligibility and the process for accessing disability services.
2. Schedule an appointment to meet with a DSS staff member and complete an Application for Services. (Application can be completed online at www.jeffco.edu) [Current Student Tab > Disability Support Services]
3. Provide the Disability Support Services with all requested and appropriate documentation.*
4. Meet with an advisor and register for classes.
5. Meet with DSS Coordinator or inform Disability Support Services each semester to continue receiving accommodations.

(* If accommodations are needed for entrance placement, the student needs to schedule an appointment with DSS coordinator before meeting with an advisor and registering for classes.)
Continuing Services

Services are not automatically provided each semester. Students with disabilities must notify the Disability Support Services of their course selections soon after receiving their new schedules. Requests for interpreters, real time captioning (RTC), FM systems, or Books in Alternate Format (BKTP) services must be made well in advance of the beginning of the new semester to allow the staff time to obtain the best services. Students need to submit their requests for services in a timely manner to ensure that appropriate accommodations will be in place for the start of the next semester.

In cases where services are contractual, timely requests are necessary to avoid delays in service delivery. For example, requests for interpreting services or closed captioning services require additional time to process.

Required Documentation

In order to be eligible for services and accommodations though Jefferson College Disability Support Services, a student (full-time, part-time or auditing) with a disability or chronic medical condition must provide appropriate documentation to Disability Support Services. The evaluation must be on letterhead and signed by a licensed educational, mental health, or medical professional who is not related to the student, and licensed/certified in the area for which the diagnosis is made.

All documentation must provide the following information:

- Date of the evaluation.
- Specific Diagnosis.
- Method of evaluation/examination.
- Specific limitation with respect to the disability’s current impact in the college and related educational environments as it relates to the accommodations requested.

(For documentation requirements related to specific disabilities refer to the Policies section of this manual.)
Graduation

Jefferson College welcomes family members and guests with disabilities on Commencement Day. Graduating Students and Certificate Candidates are strongly encouraged to obtain accessible seating tickets for guests with disabilities as soon as possible by contacting or visiting the Disability Support Services Office, located in Room 110 inside the Library Building, (636) 797-3000 ext. 3158 or (636) 481-3158 or by email to: lbisch1@jeffco.edu.

Accessible seating is available in the Field House for guests with disabilities. Accessible seating tickets are available on a first-come, first-served basis and will be distributed until tickets are gone. Jefferson College will make every effort to accommodate guests with disabilities without accessible seating tickets the day of Commencement; however, accessible seating is limited and advanced planning is strongly encouraged.

In order to accommodate as many individuals with disabilities as possible in the reserved seating area, individuals with an accessible seating ticket will be permitted to have no more than three companions accompany them into accessible seating. Graduates will be issued a ticket for the guest with a disability and their companions, not to exceed four tickets.

Additional questions regarding accessible seating needs for Commencement events should be directed to lbisch1@jeffco.edu.

Graduating Students with Disabilities

Graduating Students and Certificate Candidates participating in Commencement ceremonies needing accommodations should contact the Disability Support Services Office, located in Room 110 inside the Library Building, (636) 797-3000 ext. 3158 or (636) 481-3158 or by email to: lbisch1@jeffco.edu.

An ASL interpreter will be present at the Commencement ceremonies.
**Reasonable Accommodations**

A reasonable accommodation is a modification or adjustment to a course, program, service, activity or facility that enables a qualified student with a disability to have an equal opportunity.

An equal opportunity means an opportunity to attain the same level of performance or to attain equal benefits and privileges as are available to similarly-situated students without a disability.

To determine reasonable accommodations, Disability Support Services may seek information from appropriate college personnel regarding the essential standards for courses, programs, services, activities and facilities. Students themselves and the practitioners directly involved in assessing the individual student’s disability may provide recommendations for accommodations. However, final determinations of reasonable accommodations that will provide the student equal access will be made by the Jefferson College Accommodations Subcommittee.
Accommodations Subcommittee

Voting Members
- Advising Representative
- DSS Coordinator
- Faculty Representative(s)
- Project SUCCESS Representative

Ex-Officio
- Director of Learning Services
(Votes only in a case of a split decision to approve or deny accommodations)

Role
- Serve as an active, voting committee engaged in the process of accommodation approval for eligible students.
- Approve or deny accommodations based on information and interpretation provided in appropriate and professional evaluations.
- Establish and maintain Jefferson College’s disability-related policies and procedures. (subject to administrative approval)

Accommodations for ACT Compass Placement Testing

All students are required to take a placement test. Students’ skills will be evaluated in Reading, Writing and Math. Test results will determine class placement for the student.

Accommodations can be requested for ACT Compass Placement Testing through Disability Support Services. Students will need to present appropriate disability documentation and meet with the DSS Coordinator in order to request accommodations.

Types of Accommodations that can be used for Placement Testing:
- Reader
- Scribe
- Other (as determined by coordinator and supported by documentation)

NOTE: Extended Testing Time is not an approved accommodation for ACT Compass Placement Testing. This particular exam is not timed.

How to schedule Placement Testing:
- If accommodations are needed students should contact Disability Support Services to discuss Placement Testing.
- If accommodations are not needed students should contact the Testing Center directly.
Temporary Disabilities/ Courtesy Services

Disability Support Services provides limited assistance to students in need of temporary services (i.e. inability to write because of broken bone or inability to sit comfortably in classroom because of recent surgery).

Types of Assistance
The type of assistance is determined on a case-by-case basis and may be dependent on documentation.

Services may include the following:
- Reader
- Scribe
- Note taker
- Recorder (to be provided by student)
- Alternate Seating
- Test Taking Adaptations
- Access Map of Campus
- Other (as determined by DSS Coordinator)
- Temporary Accessible Parking

How to receive services

Students must contact Disability Support Services in order to request temporary services. An application for services must be completed and students must meet with a member of the DSS Staff. Jefferson College Disability Support Services has a right to request documentation of the need for temporary assistance from the student’s medical provider prior to the implementation of services.
Disability Support Services

**Faculty Notification of Student Accommodations Letter**

Students are responsible to contact Disability Support Services at the beginning of each semester to obtain a Faculty Notification of Student Accommodations Letter (Appendix A) for each course the student is enrolled.

This letter:
- Will list a student’s accommodations.
- Will need to be hand carried to each instructor for a signature; students enrolled in online classes must email their instructor for verification of receipt of the Faculty Notification Letter before accommodations can be implemented.
- Can be picked up at Disability Support Services prior to a student’s first class.

**Student Responsibilities**

Students on the requesting that the College provide them with accommodations are required to:

**Hillsboro Campus**

- Pick up the Faculty Notification of Student Accommodations Letter(s) from Disability Support Services to present to instructor(s) for signatures.
- Make an appointment with each instructor(s) to discuss accommodations.
- Hand carry the Faculty Notification of Student Accommodations Letter to the instructor(s).
- Discuss privately each accommodation requested regarding how the accommodation will be provided.
- Faculty Notification of Student Accommodations Letters must be signed by all onsite class instructors and returned to Disability Support Services before accommodations can be implemented.

**Arnold and Northwest Sites**

Students attending onsite classes at the Arnold or Northwest sites will receive their Faculty Notification Letter via email.

These students must:
- Print a copy of the Faculty Notification of Student Accommodations Letter(s) to present to instructor(s) for signatures.
- Make an appointment with each instructor(s) to discuss accommodations.
- Hand carry the Faculty Notification of Student Accommodations Letter to the instructor(s).
- Discuss privately each accommodation requested regarding how the accommodation will be provided.
- Faculty Notification of Student Accommodations Letters must be signed by all onsite class instructors and returned to Disability Support Services before accommodations can be implemented.
Online Students

Students attending classes online will receive their Faculty Notification of Student Accommodations Letter via email.

These students must:
- Contact their instructor via email to ensure receipt of the Faculty Notification of Student Accommodations Letter.
- Discuss each accommodation requested regarding how the accommodation will be provided.

If a student chooses not to use accommodations for classes, instructor notification is not required.

Student Meeting with an Instructor(s)

1. The student and instructor should begin with introductions and specify the class and section for which the student is enrolled.
2. The student will provide a copy of the Faculty Notification of Student Accommodations Letter to the instructor.
3. The student and instructor will discuss necessary accommodations and how they are to be implemented.

Any questions regarding accommodations should be referred to Disability Support Services.
Role of Faculty in the Accommodation Process

Faculty have the following responsibilities:

- To make an announcement at the beginning of each class regarding the willingness to discuss accommodations with students.
- To include a statement in all syllabi regarding a willingness to accommodate students with disabilities.
- To meet as quickly as possible with students who provide a Faculty Notification of Student Accommodations Letter from Disability Support Services. (This meeting should be initiated by the student).
- To hold students with disabilities to the same academic and behavior standards as all students.
- To ensure that proposed accommodations do not substantially alter curriculum standards.
- To provide the accommodation listed on the Faculty Notification of Student Accommodations Letter.
- To contact Disability Support Services for questions about the appropriateness of a required accommodation.
- To uphold the confidentiality of a student’s disability related issues.
- To assist the student in contacting Disability Support Services when a student requests an accommodation without a Faculty Notification of Student Accommodations Letter.
# Accommodations List

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADTR</td>
<td>Additional Peer Tutoring</td>
</tr>
<tr>
<td>ASTC</td>
<td>Assistive Technology provides a variety of adaptive technological equipment and programs for students with physical and/or learning disabilities. Jefferson College’s Assistive Technology includes: CCTV (magnifier), portable CCTV, JAWS (text to speech), Natural Reader (text to speech), Dragon (speech to text), Zoomtext (magnifier), and TDD.</td>
</tr>
<tr>
<td>TSTC</td>
<td>Testing in the Testing Center</td>
</tr>
<tr>
<td>ATCO</td>
<td>Personal Attendant [Refer to DSS Personal Attendant Policy.]</td>
</tr>
<tr>
<td>BKTP</td>
<td>Books in Alternate Format (electronic/ audio version of textbooks)</td>
</tr>
<tr>
<td>CALC</td>
<td>Calculator - basic 4 or 6 function [Refer to DSS Calculator Policy.]</td>
</tr>
<tr>
<td>CMOD</td>
<td>Classroom modification (Modified table or chair)</td>
</tr>
<tr>
<td>ESSY</td>
<td>Essay on computer</td>
</tr>
<tr>
<td>EXAB</td>
<td>Excused Absence [Refer to DSS Excused Absence Policy.]</td>
</tr>
<tr>
<td>EXTD</td>
<td>Excused Tardy</td>
</tr>
<tr>
<td>EXTS</td>
<td>Extended Test taking time (requires TSTC)</td>
</tr>
<tr>
<td>FACE</td>
<td>Face-to-Face instructions provided by the instructor to the student in a one-on-one setting, so the student can fully understand the instructions and expectations presented to the class.</td>
</tr>
<tr>
<td>FMSY</td>
<td>This system uses a transmitter and receiver combination to broadcast audio. The system allows a hearing impaired student the ability to amplify the voice of the speaker (who wears the transmitter) with a simple volume knob on the receiver. This unit is also compatible with an amplified neck loop for hearing aids that supports T-coil.</td>
</tr>
<tr>
<td>INTR</td>
<td>Sign Language Interpreter/ Captionist [Refer to DSS Sign Language Interpreter/ Captionist Policy.]</td>
</tr>
<tr>
<td>NOTE</td>
<td>Note Taker is a scribe who takes notes on behalf of a student with a disability. Refer to Note Taker Procedure.</td>
</tr>
<tr>
<td>NSRD</td>
<td>No Services Requested</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>OTHR</td>
<td>Various Accommodations (which are specified by student)</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physical Restrictions</td>
</tr>
<tr>
<td>PVTR</td>
<td>Private Testing Room</td>
</tr>
<tr>
<td>RCDR</td>
<td>Audio Recording Device</td>
</tr>
<tr>
<td>RCLD</td>
<td>Reduced Course Load [Refer to DSS Reduced Course Load Policy.]</td>
</tr>
<tr>
<td>READ</td>
<td>Test Reader (requires ASTC). This accommodation can be delivered using text to speech technology, or when necessary, it can be delivered using a DSS staff member or a reader approved by the DSS Coordinator.</td>
</tr>
<tr>
<td>SEAT</td>
<td>Preferential Seating</td>
</tr>
<tr>
<td>SERV</td>
<td>Service Animal [Refer to DSS Service Animal Policy.]</td>
</tr>
<tr>
<td>SPEL</td>
<td>Spell Check</td>
</tr>
<tr>
<td>TMOD</td>
<td>Test Modifications (enlarged, darkened, etc.)</td>
</tr>
<tr>
<td>TPPA</td>
<td>Temporary Accessible Parking</td>
</tr>
<tr>
<td>WHEL</td>
<td>Wheelchair Accessible Classroom</td>
</tr>
<tr>
<td>WRIT</td>
<td>Scribe for Tests (requires ASTC). This accommodation can be delivered using speech to text technology, or when necessary, it can be delivered using DSS staff.</td>
</tr>
</tbody>
</table>
DSS Assistive Technology

The following is a list of the DSS Assistive Technology available to students with documented disabilities:

**Hardware**

- **CCTV - Closed Circuit Television**

  A CCTV is used to enlarge print material by capturing the image with a video camera and having it displayed on a large screen monitor. The image can be increased or decreased in size based on the student’s needs. The CCTV unit also has the capability of different contrasts such as yellow text on a black background and other variations. There are two CCTV units available: One is in the DSS Computer Lab at JCH. There is also a portable CCTV available for checkout which can be used at other sites or in the Testing Centers.

- **Portable Daisy Players**

  Victor Reader Streams and Victor Reader Vibes can be checked out through DSS on a semester basis. These units play Daisy formatted audio books. The players are also capable of playing mp3 and wma formats.

- **Digital Audio Recorder**

  The digital audio recorder is a portable unit that records in mp3, wav and wma formats. Recordings made on the digital recorder can be played back on the unit or downloaded to a computer for playback. These units are available for checkout; contact DSS to make arrangements.

- **Personal FM System**

  This system uses a transmitter and receiver combination to broadcast audio. The system allows a hearing impaired student the ability to amplify the voice of the speaker (who wears the transmitter) with a simple volume knob on the receiver. This unit is also compatible with an amplified neck loop for hearing aids that supports T-coil.

- **Portable MP3 Players**

  These MP3 players have an internal memory capable of holding 4 gigabytes of data. They interface with a computer to load files on for portable playback later. These units are available for checkout; contact DSS to make arrangements.

- **Portable CD Players**
The CD players can playback MP3 and Audio files. These units are available for checkout; contact DSS to make arrangements.

- **Wide Screen Monitors**

  The DSS Computer Lab at JCH has 4 desktop computers with 22” display monitors for ease of viewing.

**Software**

- **Dragon Naturally Speaking**

  Dragon is a speech to text software program that allows words spoken into a microphone to be translated into text on a computer. Dragon works with Microsoft Word, email and Notepad. A user of Dragon must work with the program in order to train the system to work with his or her individual voice.

- **Eclipse**

  This is audio software program that allows Daisy formatted books to be played back on the computer.

- **JAWS**

  JAWS is a text to speech software program that allows a visually impaired student to navigate the computer by reading aloud what is on the screen. JAWS can be used to navigate the internet, and is also compatible with many programs, such as Microsoft Office.

- **Natural Reader**

  Natural Reader is an easy to use text to speech software program that converts text on a computer screen into speech with natural sounding voices. This program can be used by students with the READ accommodation.

- **ZoomText**

  This is a software program that allows the display image on the computer to be magnified for visually impaired students. The program also allows the student to change color contrasts on the display to meet his or her specific needs.

* A copy of the Assistive Technology Use agreement can be found as Appendix B. *
Rights and Responsibilities
Rights and Responsibilities of the Accommodations Subcommittee

Rights

- To establish and maintain Jefferson College’s disability-related policies and procedures. (subject to administrative approval)
- To establish and maintain standards. (subject to administrative approval)
- To select “equally appropriate’ accommodations, services, or auxiliary aids when approving accommodations, or services, or auxiliary aids for a student.
- To request additional documentation if the presented documentation does not clearly indicate how the student is impacted by the condition.
- To recommend different accommodations, services, or auxiliary aides if previously approved or requested accommodations, services, or auxiliary aids do not provide equal access.

Responsibilities

- Review all documentation prior to meetings to discuss accommodation recommendations.
- Meet weekly to process student requests for accommodations by:
  - Receiving a summary of student with disability status as present by DSS Coordinator
  - Noting requested accommodations
  - Reviewing evaluations of disabilities
  - Determining appropriateness of documentation
  - Specifying provisional acceptance or approval status of disability documentation
  - Identifying and approving accommodations in regard to documentation
- Clearly communicate to the faculty the committee’s roles and responsibilities in the DSS process.
Rights and Responsibilities of Students with Disabilities

Rights

- To be evaluated based on one’s ability, not disability. If the disability affects the outcome of an evaluation method, the student is entitled to evaluation by alternative means.

- Entitled to an equal opportunity to learn. If the location, delivery system, or instructional methodology limits access, participation, or ability to benefit from, the student has a right to reasonable accommodation in those aspects for the course or program.

- Entitled to an equal opportunity to participate in and benefit from the academic community. This includes access to services, extracurricular activities, housing, and transportation at a comparable level as that provided to any student.

- Has the right to appeal the institution’s decisions concerning accommodations, by filing a petition with the appropriate person. (See appeals process)

Responsibilities

- To identify oneself to Disability Support Services as a student with a disability prior to the beginning of each semester.

- To request accommodations supported by official disability documentation.

- To provide the Disability Support Services with all supporting disability documentation.

- To demonstrate and/or document how the disability affects a particular delivery system, instructional method, or evaluation criteria when requesting accommodations.

- To meet and maintain the institution’s academic and technical standards, as well as abide by the Student Conduct Code.

- To follow Disability Support Services policies and procedures.
**Rights and Responsibilities of Faculty Members**

**Rights**

- To identify and establish the essential elements to an academic program or course and to evaluate each student’s performance on this basis.
- To ensure that these essential elements are not subjected to accommodation or modification.
- To question an approved accommodation if it interferes with the essential elements of a course.
- To suggest an accommodation that does not fundamentally alter the essential elements of a course, but does provide the access necessary for the student with a disability.

**Responsibilities**

- To make reasonable adjustments to the instructional and evaluation method(s) for a course when these have a negative impact on the educational access to the course for a student with a disability.
- To assist a student in contacting Disability Support Services as necessary, such as when an accommodation is requested by a student but official notification of the accommodation approval has not been received.
- To provide the accommodation(s) approved by the College’s Accommodation Subcommittee or when notified by Disability Support Services, such as in cases where the student has an obvious disability or when temporary services have been approved.
- To discuss with Disability Support Services any concerns related to the accommodation(s) that have been approved for the student with a disability.
- To ensure the student’s confidentiality by treating any disability related information with the highest regard for privacy.
- To ensure the student’s confidentiality by conducting any conversations regarding accommodations or disability related information in a private setting.
- To respect the student’s right to self-disclose any disability related information by not inquiring of the student his or her status regarding a disability.
- To refer a student to Disability Support Services to request academic support in cases where the faculty members has reason to think, based on the student’s performance in
Disability Support Services

the course, that the student has a disability and to notify the DSS Coordinator that such a referral has been made.

• To make reasonable efforts to deliver a course that is fully accessible to all students.
Policies
Adaptive Furniture

This accommodation is denoted as: OTHR (need to be determined by DSS Coordinator)

Students who request adaptive furniture as an accommodation must be registered with Disability Support Services and present necessary documentation verifying the need for such.

Types of Adaptive Furniture:
- Adjustable Table
- Chair with/without Arms
- Chair with padding
- Chair with supported back
- Stool
- Rolling Table

To ensure furniture is placed when needed, students must submit a detailed copy of their class schedule along with specific requests. If furniture needs to be purchased, Jefferson College will make every effort to assure prompt delivery. However, due to purchasing procedures, there may be delays. Therefore, it is best to make requests early.

Students who have the need for adaptive furniture should present the instructor with a Faculty Notification Letter. Items of a personal nature, such as, a cushion or orthopedic support, are not provided by Jefferson College nor is the College responsible for lost or stolen items. Adaptive furniture provided by the College is not prescriptive in nature. Personally-prescribed items are the responsibility of the student.

Questions regarding adaptive furniture should be addressed to Disability Support Services.
**Assistive Listening Device (ALD)**

This accommodation is denoted as: FMSY

An ALD is a personal FM Listening system. Poor acoustics caused by noise, reverberation, and distance between the speaker and listener may cause additional difficulty for hearing impaired students. Some students may benefit from the use of an ALD. ALDs are designed to provide amplification assistance in the college environment. ALDs are available for loan from Disability Support Services and may be checked out each term to eligible students.

To request the use of an ALD for a term, students must:

- Provide appropriate documentation (an audiogram and audiologist’s report).
- Meet with the DSS Academic Support Specialist to learn appropriate use of equipment.
- Complete the Assistive Technology Use Agreement (Appendix B) with the Disability Support Services.
Calculator Policy

This accommodation is denoted as: CALC

Jefferson College has designated the Accommodations Subcommittee to certify whether a request for an accommodation due to disability is reasonable and necessary. The Accommodations Subcommittee’s decision to approve the use of a calculator as an accommodation is based upon the student’s documentation of disability.

- If a student has been approved to use a calculator as an accommodation, all tests and in-class assignments must be taken in the Testing Center with a basic 4 or 6 function calculator provided by the college.

- Calculator usage as an accommodation is limited to a basic 4 or 6 function calculator for Basic Math (MTH001) and Basic Algebra (MTH002). For more advanced classes, an instructor, on a case-by-case basis can make an exception to permit a more advanced calculator. No symbolic manipulation calculators will be allowed, unless an instructor, on a case-by-case basis, has made an exception. Jefferson College provides only the basic 4 or 6 function calculator.

- The student and the instructor should meet at the beginning of the semester, in the instructor’s office, to discuss the use of a calculator. If there are concerns about the use of the calculator, the student or the instructor may ask the Disability Support Services Coordinator to attend this meeting.

- If an instructor believes use of a calculator prevents measurement of the skills a test or in-class assignment is designed to assess, the instructor should present those concerns in writing, on a case-by-case basis, to the Accommodations Subcommittee.

- Any dispute between a student and the Math Department will be settled by the Accommodations Subcommittee.

- Disputes must be resolved prior to the student being assessed.
Excused Absence Policy

This accommodation is denoted as: EXAB

Upon approval of this accommodation, absences pertaining to a student’s disability status must be reported to Disability Support Services within 72 hours of the absence. In such cases, professors or instructors will require confirmation of the absence from Disability Support Services. Disability Support Services role is to validate/confirm medical documentation for an absence. The student will be solely responsible for making up any quizzes, exams, labs, etc. that were missed during the absence, and it is the student’s responsibility to make necessary arrangements with their instructors. Each instructor handles missed classes/make-ups differently – consult the course syllabus and the instructor for details.

The student may submit the details of the absence either prior to leaving or upon return to campus. However, in all cases, the student will need to submit supporting documentation. It is in the student’s best interest to have an excuse processed in advanced when knowing of an upcoming event.

Be sure to take caution in accruing and reporting an absence. Excused absences should only be due to medical emergencies. Failure to take care in accruing and reporting an absence can result in the absence not being excused.

The Excused Absence accommodation does not cover:
- Over-booking of the student’s schedule
- Forgetting exams or assignments
- Poor time management
- Not being prepared
- Regularly scheduled medical appointments

The Disability Support Services office will only issue excuses during final exams for “extreme circumstances” (such as being hospitalized).

Documentation of an excused absence will be emailed directly to the primary instructor listed for each course the student is enrolled.

The Excused Absence Policy does not apply to Federal Financial Aid requirements.

For federal financial aid recipients who stop participating in all courses, a last date of attendance based on an academically-related activity is used to determine the portion of aid earned. Excused absences may not be included as days attended.

For further details, review the Federal Over-payment Policy in the College Catalog and Student Handbook or the brochure about "Repaying Unearned Federal Financial Aid" shared by the Office of Student Financial Services.
Note taker Policy

This accommodation is denoted as: NOTE

Jefferson College has designated the Accommodations Subcommittee to certify whether a request for an accommodation due to disability is reasonable and necessary. The Accommodations Subcommittee’s decision to approve the use of a note taker as an accommodation is based upon the student’s documentation of disability.

Students may choose to find a note taker on their own or with the assistance of their instructor.

Student selecting own note taker:

- The DSS student picks up Note Taking Paper (NCR) in Disability Support Services or requests it to be sent to the Testing Centers at the Arnold or Northwest sites. An alternative method to provide class notes may also be used, such as a hard copy or an electronic copy.
- The DSS student attempts to find a classmate who agrees to voluntarily provide the DSS student with a copy of the class notes.
- In the event the student cannot find a volunteer, the student will inform the course instructor. The instructor will then, without identifying the student in any way, ask for a classroom volunteer note taker.

Instructor assistance to select note taker:

- The instructor will provide a copy of his or her own notes or solicit assistance from another class member.
- Faculty members can make an announcement in their course or send an email to the students at the beginning of each semester stating that there is a student in the class in need of a note taker. SUCH ANNOUNCEMENTS MUST BE ANONYMOUS AND SHOULD NOT INCLUDE THE NAME OR IDENTIFYING INFORMATION ABOUT THE STUDENT.

Either the DSS student or the course instructor will provide the volunteer with NCR paper if needed.

- The DSS student will inform the Disability Support Services the name of the volunteer note taker 1 month before the semester ends. Note: The volunteer note taker will receive a $25 gift certificate to the Jefferson College bookstore at the end of the semester.
- If a volunteer note taker cannot be found, the student will inform the Disability Support Services who will aid in finding someone to be the course note taker.

NOTE: Course notes are only provided for classes attended by the DSS student.
Recorder Accommodation

This accommodation is denoted as: RCDR

Students with documented disabilities can request the use of a recorder to tape classroom lectures. Approved students are responsible for providing their own recorder.

Recorder Use Regulations:

- Students approved for the recorder accommodation have the right to tape record class lectures only for personal study.
- Lectures taped for personal study may not be shared with other individuals without the consent of the lecturer.
- Tape-recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as part of the class or classroom activity.
- Lectures taped for personal study must be properly disposed of at the end of each semester.
- Any recorded information that the student believes to be discriminatory should be presented to Disability Support Services for appropriate action.
- Students utilizing this accommodation must complete a Recorder Accommodation Agreement (Appendix C). Recorder Accommodation Agreements are valid for the term of a student’s attendance at Jefferson College; not to exceed five years.
Reduced Course Load

This accommodation is denoted as: RCLD

Students with disabilities are eligible to apply for special status, which if approved, allows them to take a reduced course load while maintaining full-time status. The approval of a reduced course load with full-time status is not a permanent status; students are not automatically eligible for this accommodation each semester. The request must be submitted and evaluated each term to determine the impact of the student's disability in terms of the demands of the proposed course schedule.

- Requests for reduced course loads are submitted to the Disability Support Services Coordinator with supporting documentation. Supporting documentation must include a diagnostic evaluation from an appropriate professional that is recent enough to evaluate the current impact of the disability.
- The Coordinator evaluates the documentation and the request in terms of the impact of the disability and the demands of the student's current or proposed schedule and any recommendations or concerns on the part of any department.
- If the request is denied, the student may address the Coordinator’s decision through the standard accommodation grievance procedures.
- If approved, the Disability Support Services Coordinator will submit a recommendation for accommodation of a reduced course load along with complete documentation to the Accommodations Subcommittee.
- The student awarded reduced course loads with full-time status must maintain satisfactory progress toward a degree.
- The approval of a reduced course load will result in an adjusted Federal financial aid package in accordance with regulations and in an effort to preserve the student's eligibility for aid. If aid has been disbursed prior to the reduced course load approval, consultation between the Student and Student Financial Services must take place in order to determine whether or not a credit deficiency exists.
  - Federal Stafford Loan Eligibility: Eligibility will be reduced according to the total number of credit hours taken in the full academic year.
  - Federal Pell Grant Eligibility: Grants are prorated based on the number of credit hours taken.
  - An A+ Scholarship student must be enrolled full-time. Documented exceptions approved by DSS and Student Financial Services may be made for an otherwise A+ eligible student having a disability as defined by Title II of the Americans with Disabilities Act who, because of his or her disability, is unable to satisfy the statutory minimum requirements for full-time status.
- Students awarded reduced course loads with full-time status who have been awarded a scholarship may continue to receive funding with the approval of the donor or with the approval of Student Financial Services in the case of the College’s general scholarship program.
- The National Junior Collegiate Athletic Association (NJCAA), bylaws states: “An NJCAA student-athlete may be granted relief from Article V, Section 4.C, 4.D, 4.E, and 4.F of the NJCAA bylaws in the instance where the following guidelines are followed.
Article V, Section 4.C, 4.D, 4.E, and 4.F requirements are adjusted based on the institution’s academic authority evaluation.”
**Service Animals**

This accommodation is denoted as: SERV

In accordance with the Americans with Disabilities Act, service animals are permitted in all Jefferson College facilities for persons with documented disabilities. A service animal is any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service the animal is providing must be directly related to the functional limitation of the person’s disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the Jefferson College community may be excluded, regardless of training or certification.

**Requirements of Service Animals and Their Handlers**

- **Identification:** The service animal should wear a harness, identification tag or other gear that readily identifies its working status. If there is not a visible tag, college officials may ask the handler to remove the animal from the premises.
- **Control:** The handler must be in full control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler.
- **Leash:** The service animal must be on a leash at all times.
- **License and Tags:** All service animals must have an owner identification tag. If the service animal is a dog, it must be licensed from an approved training program or have current license and tags from local authorities.
- **Health:** The service animal must be in good health. Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. The service animal must have current vaccinations and immunizations against diseases common to that type of animal. All service animals must wear a current rabies vaccination tag.

**Handler Conditions for Having a Service Animal on Jefferson College property**

- **Disruption:** The handler of a service animal that is unruly or disruptive (e.g., barking, running around, nipping, bringing attention to itself) may be asked to remove the animal from college facilities. If the improper behavior happens repeatedly, the handler may be required to take significant steps to mitigate the behavior before bringing the animal into any Jefferson College facility. Mitigation may include muzzling a barking animal, obtaining refresher training for both the animal and the partner, or other appropriate measures.

Guests of Jefferson College must also follow the above mentioned rules and regulations regarding Service Animals.
Disability Support Services

**Sign Language Interpreters/Captionists**

This accommodation is denoted as: INTR

Jefferson College has designated the Accommodations Subcommittee to certify whether a request for an accommodation due to disability is reasonable and necessary. The Accommodations Subcommittee’s decision to approve the use of a sign language interpreter or captionist as an accommodation is based upon the student’s documentation of disability. Students who have been approved to use interpreters and/or captionists (service providers) are responsible to inform Disability Support Services when they do not need the above named service provider. Approved students must submit an Interpreter/Captioning Request Form (Appendix D) each semester, in a timely manner, in order to secure services.

**Attendance**
- Attendance is of the utmost importance when receiving services from a service provider.

**Cancellations/Problems**
- Cancellation must be given at least 24 hours in advance whenever possible. Cancellation must be given via phone call at 636-481-3158 or email lbisch@jeffco.edu.

- When cancelling or describing a problem the student must provide:
  - First and last name
  - The day and time of the class
  - The interpreter’s or captionist’s name (if possible)
  - The problem or issue (student will be late, student will be absent, interpreter or captionist is late, student’s classroom moved, etc.)

- It is also advised to contact the service provider directly when possible; contact information for service providers can be provided by Disability Support Services at the student’s request.

- If a student fails to cancel interpreting services, a warning letter or phone call will be issued by Disability Support Services. The student must respond to Disability Support Services within one week of a warning or interpreting services may be suspended.

**During Class**
- Any questions or comments from the instructor or other students should be addressed directly to the student and not the service provider.

- The service provider will voice the student’s response to questions and discussion topics.
Disability Support Services

Outside Class

Service providers may be utilized to access Jefferson College resources, such as tutoring, computer labs, support labs, the library, or for class field trips, meetings and other campus events. To request a service provider for times outside of class please contact the Disability Support Services at 636-481-3158 or lbisch@jeffco.edu.

Exams

Not all exams can or need to be interpreted. Please notify the Disability Support Services, in advance, of exam days to determine if there is a need for a service provider.

Service providers are not automatically assigned for final exams. During final exam week, all services are provided by request only. To request a service provider for final exam week, students must contact Disability Support Services at 636-481-3158 or lbisch@jeffco.edu.

Captioning

Captioning provides an integral link to visual media for individuals who are hearing impaired. It allows them to be part of society, without missing important visual concepts on screen, which may happen if a student only watches an interpreter. Captions also have been used to improve comprehension and fluency of English for individuals whose native language is not English as well as students with learning disabilities. In order for this accommodation to be provided, documentation of disability is required.

There are two types of captioned films:

Closed Captioning- can be viewed with or without captions. In order to see the captions, a decoder box must be connected to the television or media device. All televisions and media devices manufactured after 1990 should have caption ability without need of a decoder box.

Open Captioning- automatically show all of the time and can be run on all media devices. No special equipment is needed.

Students requesting captioned films should contact Disability Support Services along with their instructors.
Parking

This accommodation is denoted as: TPPA

Students and guests with valid Missouri State Disabled Parking Permit do not need to request a parking accommodation.

Students may request temporary accessible parking permits on an as needed basis. Jefferson College has designated Disability Support Services to certify whether a request for this accommodation, due to disability or a temporary injury, is reasonable and necessary.

A Jefferson College Access Map is available online at www.jeffco.edu > Current Student > Disability Support Services.
**Personal Attendants**

This accommodation is denoted as: ATCO

Jefferson College is not responsible for providing or paying for personal attendants. The college recognizes that in some instances, personal attendants may be necessary. While on campus, students needing assistance getting to various buildings, toileting, dispensing of medications, etc., should make arrangements to have a personal attendant. Requesting such services, as those previously listed, from non-trained individuals on campus could pose a threat to those providing assistance and the individual with the disability; therefore, those types of request cannot be accommodated.

To ensure students with disabilities are recognized as independent class members, the following guidelines have been established for personal care attendants.

Personal attendants will:
- Attend to the needs for which hired (e.g. personal care duties such as turning pages, retrieving books, taking off coats, etc.). Disability Support Services, not the personal attendant, will ensure that all classroom accommodations are provided.
- Serve as the student’s voice, when appropriate, without offering one’s own perspective. Attendants should not actively participate in the class or in conversations between the student and faculty, staff or other students.
- Demonstrate appropriate classroom behavior.
- Maintain any confidential information about the student.
- Abide by Jefferson College’s Student Conduct Code.
- Abide by all college parking regulations.
- Give only authorized assistance to any student.
- Avoid providing reading or scribing assistance in a testing situation—the student is responsible for scheduling such accommodations through the Disability Support Services.
Seizure Information

In the event of a seizure, faculty and staff should:

- Contact Public Safety Immediately. Public Safety officials have been trained to handle medical situations.
  - Hillsboro Campus
    (636) 481-3500 or (636) 797-3000 ext. 3500
  - Arnold Site
    (636) 481-3597 or (636) 797-3000 ext. 3597
  - Northwest Site
    (636) 481-3532 or (636) 797-3000 ext. 3532
- Try to place the person flat on his or her back.
- Remove chairs, desks, or other nearby hazards that may hurt or injure the individual.
- Protect the person’s head from injury.
- NOT try to hold the person down or in place during a seizure.
- NOT place objects between the person’s teeth.
- NOT try to revive the person with fluids, stimulants, fresh air or walking.
- NOT panic. Usually the seizure will subside and the person will recover.

Public Safety will decide if medical personnel need to be called.

If a seizure occurs in a classroom, the instructor should ask the class to leave the room for a 15 minute break in order for security and emergency personnel to attend to the individual.

**It is the student’s responsibility to self-disclose a seizure disorder.** Students may pick up a copy of Seizure Procedures from Disability Support Services.

**IF PUBLIC SAFETY CANNOT BE REACHED, CALL 911.**

When dialing 911 from a campus phone you must dial “9” for an outside line.
Disability Documentation Requirements

The Jefferson College Disability Support Services follows standard practices and guidelines of Higher Education Institutions regarding documentation.

- The requested documentation must include a current description of the impact of the disability, including results of medical, psychological, or educational diagnostic tests, or other professional evaluations to verify the disability.

- The need for specific accommodations and support services must be documented and justified by the disability. The information should be as specific as possible.

- All documentation will remain secured in the Disability Support Services and will be viewed by the DSS Coordinator and other members of the Accommodations Subcommittee and other college employees with a compelling reason.

Note: The Disability Support Services Coordinator and/or the Accommodations Subcommittee reserve the right to request additional documentation.
**Documentation Requested for ADD/ADHD**

For ADHD, the documentation must be dated within the last year, on office letterhead, typed and signed by a licensed mental health or medical professional in the area for which the diagnosis is made. In addition, the documentation for ADD/ADHD must be mailed or faxed from the medical professional office directly to the Disability Support Services. Hand carried copies will not be accepted.

The documentation must provide:

- Specific diagnosis of ADHD or ADD
- Date of the evaluation
- Method of evaluation or examination
- How the disability would affect the student in an academic setting
- Any possible limiting or negative effects of medication on behavior or cognitive abilities
- Recommendations and the rationale for each accommodation

**Documentation Requested for Blind or Visually Impaired**

For a student who is blind or visually impaired, the documentation must be dated within the last three years, on office letterhead, typed and signed by a licensed Ophthalmologist or Optometrist. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Disability Support Services. Hand carried copies will not be accepted.

The documentation must provide:

- An ophthalmologic or optometric report indicating current visual acuity, including:
  - near and distant vision (left/right, both eyes)
  - visual fields, with or without corrective lenses
- Date of the evaluation
- A specific diagnosis
- Recommendations and the rationale for each accommodation
**Documentation Requested for Deaf or Hearing Impaired**

For a student who is deaf or hearing impaired, the documentation must be dated within the last three years, on office letterhead, typed and signed by a professionally licensed or certified Speech Pathologist or Audiologist. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Disability Support Services. Hand carried copies will not be accepted.

The documentation must provide:

- An audiological report indicating current hearing levels, including:
  - speech reception levels – with or without hearing aids and/or assistive listening devices
  - Date of the evaluation
  - A specific diagnosis
  - Recommendations and the rationale for each accommodation
Documentation Requested for a Learning Disability and Other Cognitive Impairments

All required documentation must provide a current assessment of the student’s academic abilities and functional limitations. In addition, all standardized testing must be based on an appropriate adult assessment. The Disability Support Services reserves the right to refuse documentation that is hand-carried.

For a Learning Disability, the documentation must provide:

• Aptitude battery including the subtests and standard scores.

  Acceptable tests include but are not limited to:

  • Kaufman Adolescent and Adult Intelligence Test
  • Reynolds Intellectual Assessment Scales (RIAS)
  • Stanford-Binet Intelligence Scale (4th or 5th edition)
  • Wechsler Adult Intelligence Scale – III or IV
  • Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Cognitive Ability
  • Woodcock-Johnson Psychoeducational Battery – III General Intellectual Ability

• Achievement battery with the subtests and standard scores.

  Acceptable tests include but are not limited to:

  • Scholastic Abilities Test for Adults (SATA)
  • Stanford Test of Academic Skills
  • Tests of Written Language – 3 or 4 (TOWL 3 or 4)
  • Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Achievement
  • Wechsler Individual Achievement Test II or III

• Diagnostic Summary with a specific learning disability diagnosis by a qualified professional

• An explanation of how the disability would affect the student in an academic setting

• Recommendations and the rationale for each accommodation
Documentation Requested for Physical Disorders and Other Chronic Health Conditions

For physical disorders and other chronic health conditions, the documentation must be dated within the last year, on office letterhead, typed and signed by a licensed physician specializing in the area for which the diagnosis is made. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Disability Support Services. Hand carried copies will not be accepted.

The documentation must provide:

• A specific diagnosis

• Date of the evaluation

• Method of evaluation or examination

• An explanation of the current functional limitations

• An explanation of how the disability would affect the student in an academic setting

• Any possible limiting or negative effects of medication on behavior or cognitive abilities

• Recommendations and the rationale for each accommodation


**Documentation Requested for Psychological and Psychiatric Disorders**

For psychological and psychiatric disorders, the documentation must be dated within the last year, on office letterhead, typed and signed by a licensed psychologist, psychiatrist, professional counselor or social worker. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Disability Support Services. Hand carried copies will not be accepted.

The documentation must provide:

- A specific diagnosis including the DSM-IV code
- Date of the evaluation
- Method of evaluation or examination
- An explanation of the current functional limitations
- An explanation of how the disability would affect the student in an academic setting
- Any possible limiting or negative effects of medication on behavior or cognitive abilities
- Recommendations and the rationale for each accommodation
Procedures
Grievances and Appeals

Jefferson College strives to maintain the highest standards of integrity of upholding the rights of persons with disabilities provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (amended 2008) which mandates that no qualified person, by reason of disability, should be denied access to, participation in, or benefits of any program offered at the college or university of the student’s choice. Jefferson College has adopted 1) an internal appeal procedure and 2) a grievance procedure, each designed to provide an expeditious and equitable resolution of complaints to students who disagree with provision of accommodations or students/applicants who believe they have been subject to discrimination.

Appeal of Accommodation(s)

If a student with a disability is not satisfied with the accommodations or services that he or she receives from Jefferson College, the student should contact the DSS Coordinator immediately. The DSS Coordinator will address the appeal at the next Accommodations Subcommittee Meeting. Students wishing to address the committee formally may request to do so within two weeks of an approved/denied accommodation decision.

If the concern is not resolved satisfactorily, students may submit a formal appeal by following the Student Appeal Process for Misapplication of College Policies, Procedures, & Practices found in the Jefferson College Student Handbook.

Grievance Process

If a student experiences discrimination in any capacity the student is entitled to an attempt of resolution. Students are encouraged to maintain open, direct contact with Jefferson College faculty, staff and others who work with them in achieving educational goals. Concerns or questions are best resolved by direct, positive contact with the individual(s) concerned. The student must first discuss his or her concern directly with the other party, if feasible; however, if the student remains dissatisfied with the outcome of the discussion, the student should proceed by following the Student Appeal Process for Misapplication of College Policies, Procedures, & Practices found in the Jefferson College Student Handbook.

Formal administrative channels should only be used when informal processes have been exhausted. The first step for all disability related issues should be to contact the DSS Coordinator; Christine Platter at (636) 797-3000 Ext. 3169, (636) 481-3169, or cplatter@jeffco.edu.
Disability Support Services

Appeals & Grievances Process

- Appeal of Accommodations Subcommittee Decision
  - CONTACT Disability Support Services Coordinator

- Discrimination from another Student
  - CONTACT Dean of Student Services

- Discrimination from Faculty or Staff
  - CONTACT Disability Support Services Coordinator
  - CONTACT Administrative Department Head or Division Chair

Failure of Resolution

Submit a formal appeal by following the Student Appeal Process for Misapplication of College Policies, Procedures, & Practices found in the Jefferson College Student Handbook.
Appendix(s)
Appendix A

**Faculty Notification of Student Accommodations**

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Dear Instructors,

The above named student is currently enrolled in your class and is registered with the Jefferson College DSS Office. The student is recognized as a person with a disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Accommodations Committee has reviewed the student's disability documentation and requests for accommodations and determined this student is eligible for the academic accommodations indicated.

The student will meet with you during the first week of the term to discuss implementation of these accommodations in your class. In consideration of respect and confidentiality, please be discreet when discussing this or any student's disability issues in order to protect their privacy.

Your signature on the back of this letter indicates you have discussed with the student his or her needs to implement the approved accommodations noted above and understand that you may contact the DSS Coordinator to answer questions, clarify accommodations, resolve challenges in providing services, and discuss creative strategies to help this student succeed in college.

Thank you for your assistance in providing accommodations and support for this student. If you have questions or concerns, please contact the DSS Office 636-481-3169 ext. 3169.

DSS Coordinator Signature: [Signature]

Date: 1-14-13

Student Signature

Date
Appendix B

Jefferson College

DISABILITY SUPPORT SERVICES

Assistive Technology Use Agreement

I, [Name of person], have received the following equipment from JCDSS.

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<th>Inventory</th>
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Indicate your agreement by initialing each box below:

1. The above listed equipment is in good working order, except as noted:

2. The period of loan is from [Date] through [Date].
   I understand any extension over the approved loan period without prior consent may cause my privilege to borrow equipment to be suspended.

3. I am responsible for ensuring the equipment is secured at all times.

4. Equipment is loaned for educational purposes only. If the equipment is lost, stolen, or damaged through my negligence, I may be held personally responsible for repairs and/or replacement of the equipment.

5. If the equipment is lost and/or damaged, JCDSS may remove any borrowing privileges I may have.

6. I understand that negligence in returning equipment on time will result in a hold being placed on my account possibly prohibiting my enrollment in future semesters and the disbursement of financial aid.

Date of Loan: [Date] Telephone number of borrower: [Number]

Name: [Name] Signature: [Signature]

Date to be Returned: [Date] DSS Staff: [Staff Name]

Return
Checked in by: [Name] Date: [Date]
Condition Okayed by: [Name] Date: [Date]
Return acknowledged by: [Name] (Technology Specialist)

Print 2 Copies
Original/Lending Department – Copy/borrower – Copy/Equipment Loan File
Appendix C

Jefferson College
Student Name: __________________________
V#: __________________________

RECORDER ACCOMMODATION AGREEMENT

- I understand that, as a student enrolled at Jefferson College, who has a disability that affects my ability to take or read notes, I have the right to record my class lectures for use in my personal studies only. 

- I realize that lectures recorded for this reason may not be shared with other people without the written consent of the lecturer.

- I also understand that recorded lectures may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are recorded as part of the class activity.

- I agree to abide by these guidelines with regard to any lectures I record while enrolled as a student at the institution.

- If I believe that any recorded information may contain discriminatory actions, I will produce my recording(s) to Disability Support Services Staff for further actions as needed.

Initial each statement and sign below:

Student Signature: __________________________ Date: ________________

Signature of DSS Representative: __________________________ Date: ________________
Appendix D

Disability Support Services

Interpreter/Captioning Request Form

Name: ________________________________  Today’s Date: ______________

☐ Student  ☐ Employee  ☐ Guest/Visitor  ☐ Other ______

Date(s) Interpreter/Captioning is requested

Starting Time: _________________  Ending Time: _________________

Location: ______________________  Building: ____________  Room: ______

Event:
___ Class (attach schedule)  ___ Extracurricular Activity  ___ Student/Advisor Meeting
___ Personnel Meeting  ___ Tutoring  ___ Play/Concert/Performance
___ Other Meeting or Event (Specify) ______________________

Event Contact Person: __________________________  Telephone # (___) ________

Additional Information or Details:
____________________________________________________________________
____________________________________________________________________

All requests must be made to Disability Support Services at least three business days prior to an event (requests submitted after that time will be filled as interpreters are available). Changes and cancellations of requests should be made at least two business days prior to an event. Failure to notify Disability Support Services of a change or cancellation may result in a delay or inability to provide interpreting services.

I acknowledge that before requesting interpreting/captioning services I have read, understand, and agree to comply with the policies pertaining to interpreter/captioning services of Jefferson College. I agree to report immediately to Disability Support Services any schedule changes, room changes or problems that arise.

Student Signature __________________________  Date Submitted  DSS Initials/Time

Office Use only
☐ Approved  ☐ Denied  Reason: __________________________

Interpreter/Service: __________________________  Phone: ______________  Paid: $ ______