

Disability Services

STEPS TO SECURING REASONABLE ACCOMMODATIONS FOR A DISABILITY

If you believe you have an academic disability that requires accommodation, print the following pages and complete the steps outlined below. **Initial on the line beside each step upon completion.**

- _____ 1. Print this packet.
- _____ 2. Complete the Angelina College Disability Accommodation packet.
- _____ 3. Secure documentation (no more than 5 years old) of your disability and attach it to the application. (Angelina College does not provide or pay for testing/diagnosis for disabilities.) **See page 2 for explanation of documentation required.**
- _____ 4. At least four (4) weeks before the beginning of your first semester at AC, contact the Disability Services Office located in the Student Center room 205 or access@angelina.edu.
- _____ 5. Your application and documentation will be considered by the Manager of Disability Services, who will review your materials and establish appropriate, reasonable accommodations for your disability while at AC. No application will be considered until all documentation is complete. **NOTE: Disability Services must maintain confidentiality about you and your reviewed materials.**
- _____ 6. You will receive notification of approved accommodations via your student email address. Your instructors will be notified via email as well.
- _____ 7. At the beginning of each subsequent semester, to maintain disability accommodations, you must:
 - A. Submit a copy of your class schedule to the Disability Services Office in the Student Affairs room 205.
 - B. Communicate with the Office of Disability Services about your academic status and any needs/problems you encounter during the semester.

Remember that disability accommodations are adjustments that allow you to work through academic barriers presented by your disability; **course content and test content will not be altered.**

Angelina College does not provide transportation services to a campus, learning center, or from one class to another. Angelina College does not provide personal assistants for such activities as getting in or out of wheelchairs, restroom attendance, or cleaning.

Documentation Required

Evaluations/diagnoses that are usually sufficient documentation include, but are not limited to, the following, as long as they contain the information listed under “Documentation Requirements” and **do not exceed the five-year limit:**

1. DARS Evaluations
2. Results of testing done by a private counselor (LPC) or clinical psychologist.
3. Medical diagnoses by a licensed physician
4. Public school evaluations that were completed by a qualified professional diagnostician and contain **testing information and list modifications routinely supplied by the school.** (ARD meeting results are not in themselves adequate documentation of a disability.)

Documentation Requirements:

- 1. A diagnosis of current disability (done within 5 years)**
- 2. The date of the diagnosis**
- 3. How the diagnosis was reached (names of evaluation instruments and criteria, if appropriate to diagnosis)**
- 4. How the disability affects a major life activity**
- 5. The areas of educational impact**
- 6. Prescriptive treatments and/or medications and the impact on the disability**
- 7. The credentials of the diagnostician**
- 8. Specific suggestions for reasonable accommodations appropriate to the postsecondary education level**

I have read the information above and understand what my responsibilities are as a student receiving disability accommodations at Angelina College.

Student Signature

Date

This student was given a copy of this signed document.

*Office of Disability Services or
Dean of Student Affairs*

Student Initials

Date

Check the classroom accommodations that you think would be appropriate for your disability. Your requests will be reviewed and compared to the recommendations from your diagnostician, and the Manager of Disability Services will designate the appropriate accommodations for you according to your documented need.

- Copy of class notes (from instructor, if possible) **or** In-class note taker
- Preferential front seating (for concentration and/or lip reading)
- Written and oral directions for tests and assignments
- Extended time for tests and/or assignments *completed in the regular class meeting time* (up to 1.5 hours extra)
- Test reader
- Test scribe
- Sign language interpreter (ASL English MSL Other)
- Alternative to Scantron answer sheets
- Alternative testing environment, non-distractive
- Special seating (near door; table for wheelchair access, other requirement for wheelchair access)
- Oral testing
- Frequent absences (with medical documentation)
- Tape record lectures (using student-owned recording device)
- Assistance in obtaining alternative format books (accessible from Recordings for the Blind and Dyslexic for download to student's personal computer or MP3 player)
- Large print tests
- Assistive devices
 - FM hearing amplifier (closed system)
 - Enlarged print
 - Tinted overlay
 - AlphaSmart for note taking
 - One-hand keyboard
 - Talking calculator
 - Zoomtext software
 - Talking Typer software
 - Jaws Software
 - Magnification
 - Scanners
 - CCTV
 - Other

Part III – Other Information

A. How will your disability limit or affect your activities/classroom work at Angelina College?

B. Please indicate any agency of which you are currently, or have been in the past, a client:

- _____ Texas Commission for the Blind
- _____ Texas Department of Deaf and Hard of Hearing Service
- _____ Texas Workforce Commission (Workforce Solutions, WIA, Vocational Rehabilitation Services)
- _____ Burke Center or other Texas Department of Health and Human Services
- _____ Other Agency (Please specify name: _____)

C. Please identify the counselor(s) you work with in any agency listed above, their office location and telephone numbers:

<i>Counselor Name and Agency</i>	<i>City in Which Office is Located</i>	<i>Office Telephone</i>
_____	_____	_____
<i>Counselor Name and Agency</i>	<i>City in Which Office is Located</i>	<i>Office Telephone</i>

D. Please identify the professional person(s) who diagnosed your disability:

<i>Diagnostician Name and Credentials (for example, M.D., Ph.D., LPC)</i>	<i>Office Phone</i>
_____	_____
<i>Diagnostician Name and Credentials (for example, M.D., Ph.D., LPC)</i>	<i>Office Phone</i>

E. Do you take medications that affect your disability or in some way may affect your class work? If so, please list these:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I have read and understood the Steps to Securing Reasonable Accommodations.

I have read and understood the information on this accommodations application form and the information supplied is true and accurate to the best of my knowledge.

Student Signature

Date

Parent/Guardian Signature (if student is under age 18)

Date

To Be Completed by Disability Services:

Date of Initial Meeting: _____

Persons Present at Initial Meeting: _____

Date of Issuance of First Instructors' Memos: _____

Special Issues of Concern Expressed by Student: _____

Date of Record Release Form: _____

Records May Be Released to: _____

Grievances about Disability Services at Angelina College

Any student with a disability who believes that a condition exists that is in violation of his/her rights or of Angelina College policies, procedures, rules, or standards has the right to file a grievance. The process for resolving the grievance is as follows:

- Step 1: Print the Informal Student Appeal form, fill it out, and contact the faculty or staff members involved, in an attempt to resolve the matter. If the matter is resolved, student and staff complete and sign the form. The student must sign a waiver that indicates acknowledgment of his/her right to a formal resolution process but waiving that right, and the process is closed. If no resolution results, go to the next step.
- Step 2: Take the Informal Student Appeal form to the Manager of Disability Services and attempt to resolve the matter. If the matter is resolved, the student and manager complete and sign the form. The student must sign a waiver that indicates acknowledgment of his/her right to a formal resolution process but waiving that right, and the process is closed. If no resolution results, go to the next step.
- Step 3: Contact the Director of Student Affairs and deliver a written explanation of the grievance and the informal attempts to resolve it. Attach a copy of the Informal Student Appeal form showing these resolution attempts. If appropriate, the Director of Student Affairs will conduct an investigation of the matter with all parties involved. If the grievance is then resolved, the student must sign a waiver acknowledging his/her right to a formal grievance hearing but waiving that right, and the process is closed. If no resolution results, the Director of Student Affairs will schedule and convene a disability grievance committee to hear and formally act upon the grievance.
- Step 4: The disability grievance committee's formal hearing is open only to the student who has requested the hearing and his/her counsel if requested, any witnesses called by that person or the committee, the President of the college, Director of Student Affairs, the committee members, and counsel for the college, if requested. The counsel, witnesses, President and Director of Student Affairs will contribute only as resources and/or advisors to the student or the committee members. The committee's decision will be reached in executive session and will be final. That decision will be communicated in writing within five business days to the student, the Director of Student Affairs, and the President.

A student with a disability always has the right to file a complaint with the United States Department of Education's Office for Civil Rights. The complaint process is explained and can be initiated at <http://www2.ed.gov/ocr>. Click on "How to File a Complaint" under Related Topics. Complaints may be mailed, e-mailed, or filed online:

To report any complaints of discrimination related to disability, you should contact Dana Smithhart, Executive Director of Institutional Advancement and Student Affairs, in the Administration building, Room 204, (936)633-3213 or by email dsmithhart@angelina.edu.

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202 - 1100
Facsimile: (202)245-6840
(202)245-6800; 1-800-421-3481
TDD: (877)521-217
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

The Enforcement Office for Texas may be reached at:
Office for Civil Rights/Dallas
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201
Tel: (214)661-9600
Fax: (214)661-9587