

GCCC Policy Add Template

Category: Student Services

Division:

Department: [Click here to enter text.](#)

Policy Title: [Granting Accommodations for Students with Disabilities](#)

Policy Statement:

Policies and Procedures for Granting Accommodations For Students with Disabilities

References

1. Section 504, Rehabilitation Act of 1973.
2. Title II, Americans with Disabilities Act of 1990.

General

Garden City Community College is required to provide students and employees with reasonable accommodations under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. GCCC does not discriminate against you on the basis of a disability. GCCC is an open admissions postsecondary institution that may not deny you admission based solely on a disability.

Academic Adjustments

You are not required to identify yourself as having a disability unless you intend to request an appropriate academic adjustment based on a disability. GCCC cannot lower or make substantial modifications to essential academic requirements that would diminish the rigor of your program of study. GCCC cannot provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring or typing. GCCC does, however, provide free tutoring services for all students on a demand basis. In addition, all students are encouraged to join peer study groups and assist each other as peer tutors. If you plan to request consideration of an appropriate academic accommodations, you must make your specific requests in writing to the Coordinator of Disabilities & Compliance. You must identify your specific disability and request specific, appropriate academic accommodations. Your request must come from you, not your parents. GCCC is not required to identify you as a student with a disability or assess your disability or your needs. You will be required to provide current documentation of your specific disability. Although a copy of a recent Individual Education Plan (IEP) or Section 504 Plan may help to identify services that have been helpful for you in the past, these documents alone may not provide sufficient information alone upon which to base appropriate academic adjustments in your postsecondary education program of study at GCCC. Once your letter requesting specific appropriate academic adjustments and documentation establishing that you have a specific disability has been received by the Disabilities Office, your documents will be reviewed by the Coordinator of Disabilities & Compliance. If appropriate academic adjustments are indicated, you and your professors will be notified in writing of the specific accommodations that GCCC is willing and prepared to provide. It may be determined that certain services and/or equipment should be provided by some other agency, such as the vocational rehabilitation agent for the state of which you are a resident.

If you have questions or if you need additional information, please contact the Coordinator of Disabilities & Compliance.

Procedures: General Garden City Community College is dedicated to the belief that students with disabilities should have equal opportunity to develop and extend their skills and knowledge. We strive to maintain a least-restrictive environment and provide appropriate support services necessary to ensure access to our educational programs. We encourage you to communicate your needs and utilize available resources. **Services and Accommodations Provided by GCCC** Documentation of the disability must be submitted to provide evidence of the need for accommodations. It will be reviewed to determine what accommodations will be approved. Reasonable services and accommodations are provided to enrolled students on an individual basis and with respect to confidentiality. **How to Receive Accommodations** 1. Prior to enrolling in classes at GCCC, contact the Coordinator of Disability Services & Compliance. The Coordinator is the person designated by the college to review requests for services and accommodations related to disabilities and to engage in an interactive dialog with students to determine eligibility. You will need to request accommodations in writing before the beginning of each semester. You may call 620-276-9638 or stop by the SCSC and ask for the Coordinator of Disabilities & Compliance. 2. Provide documentation (psychological, educational, or medical evaluations) IEP or Section 504. You may submit the documentation in person or mail to: Garden City Community College Attn: Coordinator of Disabilities & Compliance 801 Campus Dr Garden City, KS 67801 3. Once your written request for accommodations plus your documentation is received, the Coordinator will review your request and documents to determine eligibility. If it is determined you are eligible for accommodations you will be provided a letter of notification regarding accommodations that have been granted. If it is determined that based on the written request and documentation you are not eligible for accommodations, the Coordinator will communicate directly to you why your request or documentation is insufficient for eligibility in order to determine if you can submit additional information that may meet eligibility requirements. 4. It is also recommended, that, if you are granted accommodations, after you have arranged your schedule for the semester and prior to the first day of classes, arrange a meeting with each of your instructors to give him/her your accommodations letter and to discuss your accommodations specific to their class. We recommend that you meet with instructors during office hours or after class. 5. The Coordinator of Disabilities will also contact each of your instructors about the accommodations granted.

Contacts: Coordinator of Disabilities, Dean of Students, Vice President for Instruction and Student Services

Approved Date: 6/5/2018

Policy History: [Click here to enter text.](#)

Keywords: Accommodations, Disabilities

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