**Mission Statement**

Garden City Community College is committed to assisting individuals with disabilities achieve their educational goals by providing appropriate accommodations and services based on individual, documented needs.

**Purpose of Handbook**

This handbook outlines the policies and procedures for accessing specific accommodations and services provided by Garden City Community College. The individual at GCCC responsible for coordinating academic accommodations is the Accommodations Coordinator who reports to the Dean of Student Services. The responsibilities are outlined for each accommodation and service. Students must follow the outlined procedures to gain access to an accommodation or service.

**Legal Guidelines**

The Accommodations Office operates under the following regulation:

…”no otherwise qualified handicapped individual in the United States...shall, solely by reason of handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

Rehabilitation Act, Section 504, 1973

…”no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity...”

Americans with Disabilities Act, 1990
Welcome to Garden City Community College. The staff of the Accommodations Office works with all units at the college to ensure that every student has an equal opportunity to succeed at GCCC. We are here to help you whether your disability is physical, medical, psychological, or related to attention or learning. We believe it's about ability--your ability to learn, to grow, and to reach your goals.

This handbook provides students with information on requesting and receiving academic accommodations, the rights and responsibilities of students receiving accommodations, as well as other valuable information on scholarships and contacts on campus. Throughout your semester, use this handbook to answer questions about resources and accommodations at Garden City Community College.

Equal Opportunity

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact Cricket Turley, Garden City Community College, 801 Campus Drive, Garden City, Kansas 67846, 620-276-9574.

Equal Access

Garden City Community College is complying with Americans with Disabilities Act and Section 504 and are committed to equal and reasonable access to facilities and programs for all employees, students, and visitors. Those with ADA concerns, or who need special accommodations, should contact Kellee Munoz, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, Kansas 67846, 620-276-9638.
Table of Contents

Rights and Responsibilities.................................................................5
Student’s Right and Responsibilities...................................................6
Guidelines for Accommodation Services..............................................7
Guidelines for Documentation of Disability ........................................12
Confidentiality....................................................................................14
Accommodations Request Form..........................................................16
Procedures to Implement Academic Accommodations.......................17
Note Taking Services...........................................................................20
Alternative Print Policy and Procedure..............................................22
Taped Textbooks................................................................................24
Sign Language Interpreter Services...................................................25
Brailled Materials................................................................................26
Large Print Materials..........................................................................26
Residential Life services.....................................................................27
Student Support Services..................................................................28
Student Resources.............................................................................29
FERPA.................................................................................................29
Application for Grievance Procedures..............................................32
Grievance Form .................................................................................33
Rights and Responsibilities

Section 504 of The 1973 Rehabilitation Act, and the Americans with Disabilities Act (ADA) of 1990 continue to provide direction and guidance to the College, as it reaches new levels of access in all areas. As such, both the College and student have rights and responsibilities stated as follows.

Institutional Rights and Responsibilities

Garden City Community College through the Accommodations Office has the right and responsibility to:

1. Maintain the academic standards of the college.

2. Request qualifying disability documentation in order to verify eligibility for disability accommodations, academic adjustments and/or auxiliary aids.

3. Discuss student’s eligibility with diagnosing professionals given signed consent.

4. Select from among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids in consultation with the student.

5. Deny requests for accommodations, academic adjustments and/or auxiliary aids when disability documentation does not identify a specific disability, fails to verify the need for the requested services or is not provided in a timely manner.

6. Deny requests for accommodations, adjustment and/or auxiliary aids that are inappropriate or unreasonable based on disability documentation including any that:
   - Pose a direct threat to the health and safety of others
   - Constitute a substantial change or alteration of an essential course element/program standard, or
   - Pose undue financial or administrative burden on the college.
Student Rights and Responsibilities

Every qualified student with a disability has the right to:

1. Equal access to educational and co-curricular programs, services, activities and facilities available through GCCC.

2. Reasonable and effective accommodations, academic adjustments and/or auxiliary aids as determined on a case-by-case basis.

3. Maintain confidentiality regarding disability information including the right to choose to whom the disclosure of disability is made except as required by law.

4. Receive information in reasonably accessible formats. (i.e., if the request meets request deadlines to ensure availability).

Every student with a disability has the responsibility to:

1. Meet qualifications including essential technical, academic and institutional standards.

2. Identify as an individual with a disability and request accommodations in a timely manner.

3. Provide documentation from an appropriate professional source verifying the nature of the disability, functional limitations and the rationale for specific accommodations being recommended.

4. Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids as outlined.
Guidelines for Accommodations

This guide is meant to serve as an informational source and reference regarding services available through the Accommodations Office for students with disabilities at Garden City Community College. GCCC has a decentralized system, and efforts regarding disability issues and accommodations are coordinated by the Accommodations Office. Each unit, department and office on campus plays a role in making the college campus and programs accessible. It is an individual's choice whether to self-identify, as well as if and when to use accommodations. GCCC primarily provides academic accommodations such as in-class accommodations, auxiliary aides, and services (e.g., sign language interpreters). Limited accessible transportation to class is also available for those students with temporary or permanent mobility impairments through the City Link sponsored by the Senior Center of Garden City, Kansas.

1. This guide is to be used as a reference.
2. The services listed are the ones commonly provided, but individual needs are also considered.
3. If service requests are not listed, please talk with the person responsible for coordinating services.
4. It is the student’s responsibility to self-identify, provide appropriate documentation, and each semester request services in a timely manner.

How to qualify for accommodations

To be eligible for services, the student must provide written documentation from a qualified professional on the nature of the disability. Information should include test results/report’s, functional effects of the disability and/or medication and recommendations. Once received, it will be reviewed and discussed with you with respect to appropriate accommodations. These steps are necessary prior to any services.
What disabilities qualify for accommodations?

The following is a list of some of the qualifying disabilities to receive accommodations, but are not limited to:

- Physical Disability
- Health or Medical Disability
- Hearing Disability
- Visual Disability
- Learning Disability
- Acquired Brain Injury
- Attention Deficit Disorder
- Mental/Emotional Disability
- Speech Disability

Who to see regarding accommodations?

Any counselor is able to answer basic, general questions and provide general information. However, questions regarding specific services should be directed to the Accommodations Coordinator. During the initial meeting, services and your specific academic needs will be discussed.

How to access accommodations?

Students with disabilities should contact the Accommodations Coordinator to schedule an intake interview. During this meeting, discussion will focus on how the disability affects the student and what accommodations will be needed. Early contact is encouraged as it can take weeks (or months in the case of recorded textbooks and assistive technology) for accommodations to be arranged.

Students will be required to furnish appropriate documentation of their disability. Documentation must include justification for the requested academic accommodation. The documentation should be sent directly to the Accommodations Coordinator, GCCC, 801 Campus Drive, Garden City, KS  67846.

Accommodation Services cannot be provided until proper and complete documentation has been received. Accommodation Services are not retroactive.
The Accommodations Coordinator will determine if the documentation is adequate to both establish the existence of a qualifying disability and support the requested accommodations. Students must request accommodations each semester and requests should be made as far in advance as possible. Requests for Accommodations will be reviewed on an individual basis to determine eligibility of services.

Office of Accommodations Contact
Accommodations Coordinator
Kellee Munoz
801 Campus Drive
Garden City, Kansas 67846
1(620) 276-9638
FAX 1(620)276-9573
TDD 1(800)766-3777

How to receive accommodations?
Students have the right to choose among services and accommodations the student is qualified to receive. Needs may change or vary from class to class. Therefore, services are provided once the student makes a written request. The Accommodations Request Form must be completed for each class for which you are requesting accommodations. Accommodations are individualized to your needs based on the disability documentation and the functional limitations in the classroom. Students complete the Accommodations Request Form with the Accommodations Coordinator. Depending on the nature of any requested accommodations that are time intensive (e.g., sign language interpreting, books in alternate format) students should request services as soon as they register for classes.

Student’s Responsibilities:

1. Provide the Accommodations Coordinator with a copy of your course schedule. The Accommodations Coordinator will prepare a memo to your instructors notifying them of the agreed upon accommodations.

2. Make an appointment with each of your instructors to discuss the course requirements, your disability, and the approved accommodations. It is up to you to decide what information about your disability will be shared with your instructors.
3. You may choose not to have your instructors notified. However, if you request an accommodation that requires the instructor’s cooperation (i.e. extended test time, large print materials, etc.), the instructor must receive a memo from the Accommodation Coordinator’s office.

Accommodations Coordinator Responsibilities:

1. The Accommodations Coordinator will prepare a memo to each of your instructors stating you are receiving services through the Office of Accommodation Services and listing the agreed upon accommodations.

2. Should an instructor call the Accommodations Coordinator regarding accommodations, the Accommodations Coordinator will advocate for your needs based on the information on file; however, the specific nature of your disability will not be disclosed without your permission.

3. If you choose not to notify your instructors of your disability, the Accommodations Coordinator will respect your decision.

What about non-classroom issues?

The Accommodations Office also works with students to identify and resolve architectural, policy and attitudinal barriers on campus. Such issues may include curb ramps or entrance ramps; Braille signage; identifying courses that satisfy graduation requirements (e.g. math, foreign language); meeting with instructors/departments to educate or sensitize on disability issues. We coordinate with other departments regarding their accessibility and accommodation responsibilities. Because the Accommodations Office has ongoing contact with students regarding needs and issues, the office has input on various committees that determine and prioritize accessibility needs. In addition, the Accommodations Coordinator will give input and make recommendations regarding campus-wide equipment purchases. Therefore, it is important to share concerns, thoughts and needs with us so that they may be represented. Information about campus, local and national resources is available in the Accommodations Office.
Accommodations and Services Not Provided

1. Reduced standards for academic performance.
2. Exemptions to graduation requirements, although course substitutions may be allowed in extreme circumstances.
3. Personal care assistance (for example, assistance with pushing wheelchair or assistance with bathroom needs).
4. Accommodations that fundamentally alter the essential nature of the program and or class.

Tutoring

Tutoring is not a required accommodation under the ADA or the Section 504 of the 1973 Rehabilitation Act. GCCC, however, offers several tutoring programs. Students with disabilities are guaranteed equal access to all GCCC tutoring programs for which they are eligible.

**Important Note to students planning to transfer to four-year colleges:**

Many colleges have more stringent documentation standards than those listed above. Students need to contact the college to which they plan to transfer to learn what documentation is required at that college.
Guidelines for Documentation of a Learning Disability*

Introduction

Students requesting accommodations based on a learning disability at Garden City Community College are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). A diagnosis of a learning disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

Therefore, the documentation submitted must meet the five criteria listed below. This will insure that the documentation is complete and supports the request for accommodations. Garden City Community College will determine eligibility and appropriate services, case by case, based on the quality, most recent documentation and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a learning disability, the impact on the individual’s educational performance, and the need for academic accommodations.

1. A Qualified Professional Must Conduct the Evaluation

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician, or student clinicians who are being supervised by a qualified professional) who has had direct experience with adolescents and adults with learning disabilities.

2. Documentation Must be Current

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student’s learning environment, and show the student’s current level of functioning. If a documentation does not address the individual’s current level of functioning, the student will be required to obtain an evaluation.**

3. Documentation Must Include a Specific Diagnosis

The report must include a clear and direct statement that a learning disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as “learning difficulty”, “appears”, “suggests”, or “probable” do not support a conclusive diagnosis.

4. Documentation Must be Comprehensive

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis.
The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must be included in the documentation. Examples of acceptable and preferred measures are included on the back of these guidelines.

5. Recommendations for Accommodations

A diagnostic report may include specific recommendations for accommodations. A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of a like accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation(s) is not clearly identified in the diagnostic report, GCCC will seek clarification and, if necessary, more information, and will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. GCCC reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

**Examples of Typical Measures Used in Adult Assessment of Learning Disabilities (This is not intended to be a complete list, but rather serve as a guide for clinicians)**

**Aptitude**

A. *Wechsler Adult Intelligence Scale-3rd Edition* (WAIS-III)

B. *Wechsler Adult Intelligence Scale-Revised* (WAIS-R)

C. *Stanford Binet Intelligence Scale-4th and 5th Edition* (SB IV, V)

D. *Woodcock-Johnson Psychoeducational Battery-3rd Edition: Tests of Cognitive Ability*

E. *Woodcock-Johnson Psychoeducational Battery–Revised: Tests of Cognitive Ability*

F. *Kaufman Adolescent and Adult Intelligence Test*

**Achievement**

A. *Wechsler Individual Achievement Tests II* (WIAT II)

B. *Wechsler Individual Achievement Tests* (WIAT)

C. *Woodcock-Johnson Psychoeducational Battery-3rd Edition: Tests of Achievement* (WJ-III)

D. *Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Achievement*
(WJ-R)

E. Stanford Test of Academics Skills (TASK)

F. Scholastic Abilities Test for Adults (SATA)

Note: Screening tools such as the Wide Range Achievement Test (WRAT-III) are not considered comprehensive measures of achievement and must be accompanied by a comprehensive measure such as one of those listed above. All instruments selected to measure these areas must be age appropriate.

Information Processing

A. Subtests of the WAIS-R or WAIS-II

B. Subtests of the Woodcock-Johnson Psychoeducational Battery: Tests of Cognitive Ability

C. Wechsler Memory Scales-Revised or 3rd Edition

NOTE: *These guidelines follow the guidelines adapted by the National Association of Higher Education and Disability (AHEAD) and the Kansas affiliate of AHEAD (KanAHEAD).

**Any costs associated with the provision of documentation is the sole responsibility of the student.

Confidentiality

The Accommodations Office is committed to ensuring that confidentiality is protected. Therefore, the accommodations office will not disclose any relationship with our office nor information contained in the student-client file that is considered part of your educational record and is protected from disclosure under the Family Education Rights and Privacy Act (FERPA). The Accommodations Office will adhere to the following guidelines regarding confidentiality:

1. Identifying information:

   A. The Accommodations Office will not release any identifying information about students to any person unless it is necessary
Accommodations Handbook

to provide access at Garden City Community College or with your written consent, which only allows release of information from educational records.

B. When a student has not given formal written consent, the Accommodations Office only will discuss related general information, policies and procedures.

2. Disability-related information

A. Disability-related information includes documentation, correspondence, file notes and accommodation records.

B. Access to disability-related information is shared only on a need-to-know basis and to insure appropriate access to education and facilities.

C. At the student’s request or in response to an inquiry, disability-related information will be shared with Garden City Community College faculty and staff to assure appropriate access and accommodation.

3. E-mail communication

A. The Accommodations Office portion of the college website, lists staff e-mail addresses for students convenience. However, no e-mail message is secure and confidential. Your screen name, ID, computer designation or other personal information is transmitted with e-mail and could be intercepted by others.

B. To facilitate confidentiality, the Accommodations Office is willing to conduct all business with you by U.S. mail, phone and in person.

C. GCCC and the Accommodations Office have in place appropriate physical, electronic and managerial procedures to safeguard and help prevent unauthorized access to e-mail; however, we cannot guarantee that e-mail communications are secure and confidential.
Accommodations Request Form – ARF

GARDEN CITY COMMUNITY COLLEGE-ACCOMMODATIONS OFFICE

ACCOMMODATIONS REQUEST FORM

Date: _________________

Student Name: __________________________     Student ID Number: ______________

Course Number: _____________________
Course Title: ________________________
Instructor’s Name: ___________________

ACCOMMODATIONS REQUESTED

___ Extra time on test/ Take test in the testing center
    Date: ____________
    Time: ____________

___ Test sent to Accommodations Coordinator at kellee.munoz@gcccks.edu

___ Reader for test

___ Large print for test

Additional comments/requests
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________       __________________________
Instructor Signature       Date

_________________________       __________________________
Student Signature       Date

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KLM
Procedures to Implement Academic Accommodations

Testing Accommodations Procedures

The process of determining reasonable and appropriate testing accommodations for students with disabilities is a collaborative one between the Accommodations Office, faculty and the student. The Accommodations Office is responsible for determining student eligibility, recommending reasonable and appropriate accommodations, and facilitating the accommodations in consultation with the student and faculty. It is the responsibility of the student to fully prepare for exams, inform faculty that certain accommodations are necessary and request accommodations in a timely manner.

Note: Students with disabilities can choose not to use testing accommodations; however, faculty do not have an obligation to allow a make-up exam to retroactively accommodate a student who chooses not to use accommodations. Students have a responsibility to request exam accommodations in a timely manner, typically three business days in advance unless an academic aid is necessary.

Eligible Student Responsibilities

1. Contact the Accommodations Coordinator to discuss testing accommodation needs. Any requests must be supported by the documentation in the students file. The Accommodations Coordinator will complete a memo for each of the students instructors informing them of the allowable accommodations. If the student requires extended time, the general rule is that the student will be allowed double time. For example, if the test is scheduled for one hour, the student will be allowed two hours to complete the test. More than double time may be granted in special circumstances, but under no circumstances will “Unlimited” time be allowed.

2. The student is responsible for his/her test accommodation needs with the instructor/s. Do not ask for an accommodation that has not been approved by the Accommodations Coordinator.

3. Contact the Accommodations Coordinator **at least three working days prior** to the date of the exam to schedule the testing room and discuss accommodations. **If the student does not make an appointment ahead of time to take the test, they cannot expect that a room or a proctor will be available for them to take the test. It will then be up to the instructor whether or not to allow the student to take the exam at a later date.**
4. If an academic aide (e.g., reader, scribe), auxiliary aid (e.g., Braille, large print) is required, or if the Accommodations Office needs to arrange a separate testing location, complete an Accommodation Request Form for Test Accommodations (ARF) form no later than five days before the exam and turn it into the Accommodations Office. (refer to page 18)

5. Address any concerns about testing accommodations to the Accommodations Office professional staff in a timely manner.

**Accommodations Professional Staff Responsibilities**

1. Meet with each eligible student requesting testing accommodations and determine appropriate accommodations based on documented need and verify test format.

2. With the student, complete and sign the ARF authorizing testing accommodations and request that students meet with each instructor to discuss accommodations.

3. Upon submission of the ARF form, the Accommodations Office will arrange for the academic aide, auxiliary aid or separate room location.

4. The Accommodations Coordinator or test proctor will return the exam to the instructor.

**Faculty/Instructor Assistance/Responsibilities**

1. Discuss implementation of accommodations with each student once student has prompted accommodations.

2. Discuss specifics of exam if alternate location is needed.

3. Consult with the Accommodations Office professional staff if questions arise concerning the requested accommodations.

4. Provide the Accommodations Office an advance copy of the exam as well as all specifics of the test at least three days in advance of testing date if alternate location is needed.

5. Provide the Accommodations Office with copy of the exam 14-21 days in advance if it must be converted to alternate print (e.g., Braille, audiotape).
6. Advocate for the student’s need for test accommodations if an instructor is hesitant to provide them.

7. The Accommodations Coordinator and/or the test proctor will return the exam to the instructor.

Confidentiality

Confidentiality is always of the utmost importance when working with students with disabilities. This is particularly true when working with students with “hidden disabilities”. These students are often quite sensitive to the issue of “being different.” The other students in the classroom do not have a “need to know” why a classmate leaves the room during the testing times and the instructor should not feel obligated to provide an explanation.
Note-taking Procedures

Students must provide documentation to the Accommodations Office that clearly supports the need for note-taking accommodations. Note-takers are solicited, in class, on a volunteer basis. If a student is dissatisfied with notes for any reason, a new note-taker will be found. If the student receiving notes withdraws from class, he/she must inform the note-taker and the Accommodations Office in writing within 24 hours. If the student wishes to terminate services of the note-taker, the student must submit a reason for termination in writing to the Accommodations Office. **Note: Students must attend class to obtain notes.**

Eligible Student Responsibilities

1. Provide the Accommodations Coordinator with a schedule of courses for which note taker services are desired. This should be done as soon as possible prior to the start of classes. The best time to do this is immediately following pre-enrollment.

2. Review note taking procedures with the Accommodations Office staff and pick up note-taking instructions for each class.

3. If no one volunteers to be a note taker in class, the student must contact the Accommodations Office immediately. Students may also inquire if instructor has adequate notes that can be shared.

4. If able, take your own class notes during lecture. The only way to improve note taking skills is to practice. Taking notes will help you stay focused on the lecture and show your instructor you are putting forth effort. Use your note taker’s notes as a supplement. Compare your notes to your note taker’s and identify ways you can improve.

5. **Attend class every day!** Excessive absences will result in the cancellation of your note taker services. You will not receive notes for unexcused class absences.

6. If you feel the notes you are receiving are not adequate, report this to the Accommodations Coordinator immediately.

Accommodations Coordinator Responsibilities

1. The Accommodations Coordinator will work with each student to select a good note taker. The Accommodations Coordinator will
ask the instructor for assistance in selection of the most qualified note taker from the students who volunteer. The coordinator will select a primary note taker.

2. The Accommodations Coordinator will assign the note taker and make sure the note taker is properly trained. **Note: Family members will not be allowed to take notes for the student.**

**Faculty/Instructor Assistance/Responsibilities**

1. Discuss note-taking accommodation request with student.

2. If necessary, clarify procedures with Accommodations Office.

3. Read the in-class announcement requesting a volunteer note-taker.

4. When asked, review the quality and content of notes and recommend the most qualified note-taker.

**Primary Note-taker Responsibilities**

1. Provide clear and concise notes for the student.

2. Supply copies of notes when requested by the student or instructor.

3. Notify the student and the Accommodations Office immediately if dropping the course so that another note-taker can be identified.
Alternative Print Policy and Procedures

The Accommodations Office at Garden City Community College will provide alternative print for required course readings to qualified students with disabilities. Textbook/print conversion is a time-intensive process and can require up to three months (e.g., math or science texts) to complete. To ensure the availability of these accommodations from the first day of class, students must provide qualifying disability documentation, meet the accommodation request deadlines, and follow specified procedures.

Policy

1. The Accommodations Office must authorize requests for alternative print.

2. Requests for alternative print must be submitted a minimum of six weeks in advance of the start of the semester.

3. The Accommodations Office will convert materials to alternative formats for in-class required readings only.

4. Students are required to provide the books/materials (and a receipt for them) that are to be converted to alternative formats due to copyright laws; The Accommodations Office will provide a verification receipt of materials delivered for text conversion.

5. The Accommodations Office does not produce alternative print materials that are already available in the needed format at other sources (e.g., RFBD, internet public libraries).

6. Students are responsible for obtaining their own play-back equipment (e.g., four-track tape player, MP3 player)

7. Material that needs to be converted to e-text requires the removal of book bindings and thus reduces or eliminates the potential for book resale at the end of the semester.

(Need to discuss which of these are available and the time lines)

Procedure

1. Students should meet with the Accommodations Office to discuss eligibility for alternative formats. Students will be provided an orientation to the policies and procedures of requesting and using alternative formats. Students will be required to sign a Student Responsibility
Agreement that verifies that it is the student’s responsibility to bring the purchased books to the Accommodations Office and that materials must be delivered to the Accommodations Office at least six weeks in advance.

2. Obtain a list of textbooks needed for each course enrolled in. If the Accommodations Office needs to convert the textbook, students must provide all required readings to the Accommodations Coordinator six weeks before the semester begins.

3. Check with Recordings for the Blind and Dyslexic (RFBD) for availability. Students can search RFBDs on-line catalog at www.rfbd.org/catalog.htm. For each book requested the following will be needed: author’s full name, complete title of the text, edition number and copyright year.

4. If books are not available from RFBD, students need to fill out an Alternative Print Request Form and bring the textbooks with a copy of the receipt to the Accommodations Office for the conversion process at least six weeks before the first day of class. The Accommodations Office cannot guarantee availability of alternate formats by the time classes begin unless the deadline is met. Orders for materials in alternate formats will be completed on a first-come, first-served basis once the deadline has passed. Students who miss the deadline will need to provide the Accommodations Office with a copy of each syllabus with reading due dates once they become available.

Note: Alternative format materials are provided commensurate with the class reading list or syllabus until RFBD recordings arrive or if RFBD does not have the text available on tape.

5. Acquire appropriate equipment (e.g., four-track tape player, MP3 player). Students must provide their own equipment or make other arrangements to access their converted texts.

6. At the end of the semester all books obtained from RFBD through the Accommodations Office institutional membership and any borrowed equipment must be returned. A hold will be placed on a student’s record should any material not be returned to the Accommodations Office.
TAPED TEXTBOOKS

Provided for: Any student whose documentation supports the need for recorded textbooks.

Note: Textbooks on tape are cumbersome and time-consuming. Therefore, not all students find them helpful. Students requesting taped textbooks as an accommodation may be requested to attend trial sessions with taped textbooks to assess the effectiveness of this accommodation.

Student’s Responsibilities:

1. Prior to the beginning of each semester, obtain a list from the GCCC book store of the textbooks you will need for your courses. The best time to do this is immediately following pre-enrollment.

2. Give the Accommodations Coordinator a list of the books you will need for the next semester as early as possible.

3. RFB&D books must be listened to on 4-track tape players or through your media player. It is your responsibility to provide the 4-track tape player and/or laptop. Talking Books will provide 4-track tape recorders to individuals who meet their criteria. Contact the Accommodations Coordinator or your local public library for further information on Talking Books.

4. Other course-related materials may be brought to the Accommodations Coordinator to be recorded. Please bring these materials in as early as possible to avoid delays.

Accommodations Coordinator Responsibilities:

1. GCCC maintains an institutional membership with Recordings for the Blind and Dyslexic (RFB&D). After the student’s request is received, the Accommodations Coordinator will order the requested textbooks from RFB&D. The student will be notified when the taped textbooks are received. If the student is using Media Player for downloading available books, scheduling will need to occur within a timely manner.

2. Not all textbooks are available from RFB&D. If RFB&D does not have, or is not in the process of recording, a requested textbook, alternate arrangements will be made to get the textbook recorded. The Accommodations Coordinator will provide the recording of books and other course-required materials that are not available from RFB&D. The Accommodations Coordinator will make every effort to make sure the recordings are completed in a timely manner. As stated above, the recording of textbooks can take several months depending on the availability of readers.
NOTE: Students are encouraged to obtain their own membership to RFB&D. Applications can be obtained from the Accommodations Coordinator or online at http://www.RFB&D.org. There are several advantages to an individual membership. Among these:

- Students can request their own taped textbooks thereby simplifying this process.
- Students can retain the tapes for as long as they need them.
- Students can make requests directly to RFB&D to use their professional recording services to have selected textbooks recorded.

When requesting sign language interpreter services, please provide as much advance notice as possible. Garden City Community College does not have interpreters on staff and must recruit through outside resources.

SIGN LANGUAGE INTERPRETER SERVICES

*Provided for:* Students whose disability requires the use of sign language interpreters.

*Student’s responsibilities:*

1. Meet with the Accommodations Coordinator to discuss the style of interpreting preferred.

2. Provide the Accommodations Coordinator with a schedule of courses for which interpreter services are desired. This should be done as soon as possible. The best time to do this is immediately following pre-enrollment.

3. Meet with the sign language interpreter and the instructor to create a comfortable and usable classroom setting for the instructor, interpreter, your self and other class members.

4. **Attend class every day!** If you know in advance that class will be missed, inform the interpreter. **Adhere to the instructor’s attendance policy even if interpreter does not show up for some reason.**

5. If a problem arises with the interpreter services, notify the Accommodations Coordinator immediately.

6. Interpreter services for other college activities can be requested through the Accommodation Coordinators office. Interpreters will be provided for enrollment; meetings with advisors, instructors, financial aid advisors, and for other college and class-related activities. The student needs to make the request for an interpreter for these activities in advance whenever possible.
**Accommodations Coordinators’ Responsibilities:**

1. The Accommodations Coordinator will make every effort to use interpreters in the preferred style of sign language. (American Sign Language, Signed Exact English, or Conceptually Accurate Signed English).

2. The Accommodations Coordinator will notify the instructor that an interpreter will be provided.

3. The Accommodations Coordinator will provide training to instructors on the appropriate use of interpreters in a classroom.

4. The Accommodations Coordinator will ensure payment to the interpreter. Family members will not be paid to serve as interpreters.

**BRAILLED MATERIALS**

*Provided for:* Students who need college related materials in Braille. Brailed materials will only be provided when it can be justified that an audio version of the material will not provide equal access to GCCC’s classes or programs.

**Student’s Responsibilities:**

1. Notify the Accommodations Coordinator of your need for brailled materials as far in advance as possible prior to the start of the class or program. Outside arrangements must be made to secure this service, therefore advance notice must be given.

**Accommodations Coordinator Responsibilities:**

1. The Accommodations Coordinator will send the materials that need to be brailled to a transcriber for translation.

2. The Accommodations Coordinator will retrieve the brailled materials from the transcriber and get them to the student.

3. If materials cannot be brailled, the Accommodations Coordinator will help the student explore other alternative materials.

**LARGE PRINT MATERIALS**

*Provided for:* Any student who has a documented visual impairment.

**Students Responsibilities:**

1. Before each semester begins, stop by the Accommodation Coordinator’s Office and discuss your needs for large print materials.

2. Discuss your needs for large print materials with your instructors within the first two weeks of class.
3. When you are notified of the time an exam will be given, remind your instructor that a copy of the exam should be sent to the Accommodations Coordinator at least two days prior to the exam so that it may be enlarged and returned to the instructor before the test is given. Also, notify the Accommodations Coordinator directly that you have an exam scheduled.

4. Other course related materials can be brought directly to the Accommodations Coordinator for enlargement. Please bring these materials in at least two working days prior to when they are needed.

**Accommodations Coordinators’ Responsibilities:**

1. The Accommodations Coordinator will enlarge the test and have available prior to the date/time of the test.

2. Related course materials can usually be enlarged within two working days. Additional time may be required under special circumstances.

3. Large print materials for other college-related activities can be requested.

4. Materials that are non-college related cannot be enlarged.

**REQUESTING A SINGLE ROOM IN THE GCCC RESIDENCE HALLS.**

**General Procedure:**

Single rooms are assigned on a first-come, first-served basis IF sufficient space is available in the residence halls. Room assignments for all rooms are made when all information necessary for a complete housing file is turned into the Residential Life Office.

**Procedure for requesting exceptions to the general policy based on medical necessity:**

An exception to the first-come, first-served rule will be made for those students with a compelling medical need for a single room. These students will be charged the double room rate and given priority for a single room. To request a single room based on medical necessity the student must:

1. Submit the request in writing to the Accommodations Coordinator

   Garden City Community College

   801 Campus Drive

   Garden City, Ks. 67846

2. Provide current documentation in the form of a letter from their personal physician, dated within the past six months, which clearly outlines the reasons for a single room being medically necessary.
Examples of compelling medical need would include the following: a student who uses an electric wheelchair and other large pieces of medical equipment so that the space needed in the room for this equipment would cause a hardship if a second person was in the room; an individual with severe allergies who needs to maintain a “clean room” environment in order to control his/her allergies; a blind student who utilizes a large amount of computers and technical equipment to do his/her studies and needs the extra space provided in a single room to house the equipment. The above examples are not meant to be exhaustive but only illustrate situations that would be deemed medically necessary. Typically, ADHD and LD are not considered disabilities that present a compelling medical need for a single room.

**GCCC Student Services Resources**

The offices and facilities listed below are available to any student at GCCC. For additional information, students may contact the respective location at the number listed.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>(620) 276-9608</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(620) 276-9790</td>
</tr>
<tr>
<td>Campus Security</td>
<td>(620) 276-9603</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>(620) 275-3264</td>
</tr>
<tr>
<td>Counseling and Advising</td>
<td>(620)276-9640</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(620 ) 276-9519</td>
</tr>
<tr>
<td>CLC Tutoring</td>
<td>(620) 275-3278</td>
</tr>
<tr>
<td>Library</td>
<td>(620) 275-3224</td>
</tr>
<tr>
<td>Registrar/ Records</td>
<td>(620) 276-9571</td>
</tr>
</tbody>
</table>
**Student Resources**

A resource for students who need to obtain books and have either a computer or MP3 player is the website www.audible.com. This site allows individuals to purchase books already converted to audio files.

Students who want to order alternative print (4-track tapes or CDs) from RFBD in the first semester of their enrollment at Garden City Community College may use the institutional membership and the Accommodations Office will order any available materials. The Accommodations Office will also loan playback equipment for one semester as long as the limited supply lasts. During the first semester, students will need to secure their own membership to RFBD, and purchase their own player. The Accommodations Office will assist any person in this process, and also pay for the membership fees.

**How to Obtain Reading List and Books**

1. Contact the course instructors to obtain a copy of the syllabus or a list of required reading either in person, by phone or e-mail. If the instructor is unavailable, call the academic department and inquire if they have the syllabus or reading list for your class.

2. Contact the Broncbuster Bookstore at **620-276-9790**. Students will need to provide the course number and instructor. If the textbooks are available, you may purchase them on-line and have them shipped to the Accommodations Office or to the student’s home address. *Books are also available from Internet sources such as Amazon, Barnes and Noble, and Half. COM.*

**FERPA**

The Accommodations Office recognizes that students are clients and will work with students regarding equal access to accommodations as well as keeping disability-related information confidential. This information includes biographical history, test data, grades, disability information, performance reviews and case notes which are used to decide appropriate accommodations. Educational records are protected under the Family Educational Rights and Privacy Act (FERPA) and the Accommodations Office with follow these guidelines. Additional information can be found online at website www.gcccks.edu.

1. The student has the right to request accommodations, make decisions, and request or view information kept by the Accommodations Office.

2. Students have the right to review files and request amendments to information that may be incorrect or incomplete.
3. No one has immediate access to student’s file in the Accommodations Office except the staff. Any disability-related information shall be considered confidential and will be shared with others only on a need-to-know basis. The faculty and staff may not need all disability-related information, only that information necessary to appropriately meet disability-related needs.

4. Information in files will not be released except in accordance with federal and state laws or a court order.

5. Students may give written authorization for release of information from educational records. Information will not be released without written authorization, even to parents. In fact, if a person contacts the Accommodations Office to inquire about a student, the office staff will not acknowledge that the student is working with the office without that student’s permission. Before giving this authorization, students should understand the information being released, the purpose of releasing this information, and to whom the information is being released.

6. Students should provide the Accommodations Office with a copy of your original documentation and keep the original. The Accommodations Office will not release or copy documentation received directly from an evaluator.
STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federally funded grant program at Garden City Community College. Students with disabilities who are seeking an Associates Degree at Garden City Community College and planning to transfer to a four year college or university may be eligible to participate in the program. Please contact the SSS Director at (620) 275-3268 to obtain an application. Services available to students who qualify for the program include educational support, career counseling, personal counseling, academic counseling, financial aid counseling, and support for the student to transfer to four year colleges and universities. Documentation of the student’s disability and verification of the student’s family income are required for a SSS Program Application to be processed.

Scholarship Information

Occasionally, the Accommodations Office learns about new scholarship opportunities for students with disabilities. Check the Accommodations page at www.gcccks.edu for updated information on available scholarships. The websites listed below also provide information on scholarships and financial aid sources.

Scholarship and Financial Aid sources on the web

www.scholarships.com
www.finaid.org
www.usnews.com/usnews/edu/dollars/dshome.htm
www.collegeboard.com/pay/
www.collegescholarships.com
www.college-scholarships.com/100college.htm
www.fastweb.com

Information about Financial Aid

www.heath.gwu.edu
www.makoa.org/education.htm
Appeal/Grievance Procedures for Students Registered with the Accommodations Office

If an individual feels he/she has been denied equal access to a program or activity because of a disability, the Garden City Community College Grievance Procedure should be followed as outlined below. The first step is to obtain and complete a Grievance Report form (page 37). This form is available through the GCCC Dean of Student Services located in the Student and Community Service Building. After reviewing the completed form, the Dean of Student Services will attempt to resolve the matter informally among the parties involved. If an informal resolution cannot be worked out, the individual may make a written request for a formal hearing.

Contact Information

The Accommodations Office Contacts

Kellee Munoz (620) 276-9638
Ryan Ruda (620) 276-9597

Notes
GRIEVANCE REPORT FORM
for
Title VII, Title IX, Section 504, and the ADA

If you believe that you have been denied equal access to any GCCC program, activity, or employment because of race, color, religion, national origin, gender, age, marital status or disability, complete the following form and return it to the Office of Human Resources located in the SCSC, attention: Cricket Turley. Please follow grievance procedures as stated on page 27 of this handbook. Attach additional sheets as necessary.

NAME:_________________________ DATE:________

ADDRESS:____________________________________________

PHONE #:________________________

PROBLEM: Please describe the problem in detail, giving specific dates, names, times and locations:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

RECOMMENDED SOLUTION: What solution do you recommend to the problem described above?

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

______________________________ __________________
SIGNATURE DATE FILED

RECOMMENDED RESOLUTION: (Completed by GCCC staff)

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

______________________________ __________________
STAFF SIGNATURE DATE FILED