

# Kirtland Community College Disability Services Student Handbook



Welcome to Kirtland Community College and Disability Services. The staff of Disability Services is committed to providing students with disabilities, the information and support needed to be successful at Kirtland.

The appropriate accommodations afforded to students with disabilities are designed to create an equitable educational environment. All students at Kirtland are afforded the same opportunities for academic and occupational success.

Accommodations are provided on an individualized basis. However, it is the responsibility of students with disabilities to request accommodations. While students are usually the best resource when there are questions about their disability and what accommodations have been successful in the past; some students are not sure what accommodations will be helpful, or what is available.

This Handbook serves two purposes:

1. To convey policies for students with disabilities enrolled in Disability Services.
2. To outline general procedures that students must follow to request and arrange accommodations.

Disability Services coordinates reasonable accommodations to afford equal opportunity and full participation in college programs for students with disabilities. It is the joint responsibility of students and Disability Services to work together to meet accommodation needs. Students should contact Disability Services, as early as possible, to discuss possible accommodations, and policies and procedures.

## **Compliance**

The college is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, as follows:

### Section 202 of the 1990 Americans With Disabilities Act

“No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, program or activities of any such public entity, or be subject to discrimination by any such entity.”

### Section 504 of the Rehabilitation Act of 1973 & ADA Amendments Act of 2008 (ADAAA)

“No otherwise qualified individuals with handicaps in the United States... shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

## **Confidentiality**

All information regarding a student’s disability is confidential. Records will remain separate from academic records and will not be released to an external source without the student’s written consent.

However, in order to arrange appropriate accommodations, Disability Services staff must often consult with specific faculty and/or staff members. Therefore, it may be necessary to communicate limited information about disability related accommodations. The specific disability will not be disclosed.

## **Parent/Family Release of Information**

Students who authorize their parents/family to have contact with Disability Services must complete the FERPA (Family Educational Rights and Privacy Act of 1974) form and submit to the Registrar’s office. If this permission is not given, Disability Services cannot communicate with parents/family regarding accommodations for the student.

## **Academic Accommodations for Students with Disabilities**

1. Students requesting accommodations must register with Disability Services through a disclosure process that includes providing appropriate documentation.
2. Instructors should only implement accommodations approved by Disability Services. Written notice of approved accommodations will be provided to instructors by Disability Services.

Disability Services works closely with administrators and faculty to ensure that students who are eligible for accommodations are appropriately served. The department works with individual instructors, offers trainings at college and department meetings and provides collateral materials, e.g. informational flyers/brochures.

## **Making Appointments**

Appointments are required – much work can be done by phone and email – the Disability Services Coordinator is available to meet with students when requested. Appointments can be made at the Student Services front desk or by calling (989) 275-5000, ext. 280.

This meeting with your coordinator will be used to review courses and to plan for any needed accommodations. Online students may schedule phone appointments to discuss accommodation needs. Current documentation of disability is required in order to qualify for accommodations.

By completing a Student Support Plan, students also give permission for Disability Services staff to contact appropriate faculty and staff regarding accommodations and other academic matters. Students must notify Disability Services if this permission is not granted or is conditional.

The handbook and all policies and procedures are also available in alternate formats when requested.

## **First Year Students**

- ✓ You may receive different accommodations than you did in high school.
- ✓ You should share with Disability Services the services you did receive in high school and how they helped you. This will be helpful when determining accommodations.
- ✓ You have more responsibility as a college student than you did as a high school student when it comes to your disability; get to know your rights & responsibilities, ask Disability Services for help.

## **Transfer Students**

- ✓ The accommodations you receive at Kirtland may be different from your previous institution(s).
- ✓ You should share with Disability Services the services you received at your previous institution(s) and how they helped you. We can best meet your needs when we know what those needs are.
- ✓ Kirtland policies may be different from those of your previous institution(s); get to know your rights and responsibilities, ask Disability Services for help.

## **Eligibility Requirements**

To be eligible for accommodations at the Kirtland, students must apply online at [www.kirtland.edu/disability-services](http://www.kirtland.edu/disability-services).

- ✓ Self-identifying to faculty or other Kirtland staff may occur first, however students should be directed to the Disability Services website.
- ✓ Provide appropriate documentation. Accommodations will not be provided without appropriate documentation. All expenses accrued in the process of obtaining documentation are the responsibility of the student.

## **Appropriate Documentation**

- ✓ Documentation of the disability should meet current college documentation guidelines.
- ✓ Documentation must be signed by an appropriate professional, such as a physician, psychologist, psychiatrist, social worker, therapist, LD/ADHD Specialist, or other qualified professional who is not directly related to the student.

- ✓ Documentation should be current and should accurately reflect current limitations associated with the specific condition(s).
- ✓ Appropriateness of documentation will be determined on a case-by-case basis. Additional information to determine eligibility for accommodations may be requested.

The Disability Services staff will need time to review all requests. Implementation of more specialized accommodations may take additional time. Accommodations are not retroactive for past assignments or semesters.

## **Disability Services - Frequently Asked Questions (FAQ)**

### **Do I have to disclose my disability to anyone at Kirtland?**

You are not required to disclose your disability to the college. However, if you want to receive accommodations, you must identify yourself to Disability Services and provide current documentation of disability. Accommodations do not apply retroactively and grades will not be changed for work completed before eligibility was established.

### **Do standards of appropriate behavior apply to students with disabilities?**

Yes, all students are expected to abide by the Kirtland Student Code of Conduct. The ADA does not require the college to accept threatening or disruptive behavior from college students, even if the disability itself may be indirectly responsible.

### **Is the process different from high school?**

Yes. The laws that apply to K-12 are different than those applicable to post-secondary institutions. K-12 schools must identify and provide remediation to students with disabilities. Post-secondary schools are only required to provide equal access, and accommodations may be different at the college level. College students must contact Disability Services, prove eligibility, and make their needs known.

### **Is there a charge for Disability Services?**

Students are not charged for academic accommodations necessary because of a documented disability.

### **When should I submit my documentation?**

The sooner, the better, as documentation may need review, clarification, or additional information. Students are encouraged to initiate the process as early as possible after they are admitted to Kirtland.

### **Is it ever too late to request accommodations?**

A student may begin the documentation process to request accommodations at any time. However, as stated previously, accommodations will not be provided retroactively and grades will not be changed after a student is approved for accommodations. Students will have to abide by certain timelines depending on the type of accommodation needed. Not all accommodations can be implemented immediately.

### **I received different or more accommodations at my last school than Kirtland is allowing me. Why is there a difference?**

Different colleges have different philosophies on accommodations. If you have been denied an accommodation you received at a previous school, here are some possible reasons:

- Documentation does not meet the college's guidelines.
- The accommodation is in conflict with the academic policies of the college or school.
- The accommodation would fundamentally alter the program, course, or activity.
- Documentation does not support the requested accommodation.

- Providing the accommodation would pose a direct threat to the student or others.
- Providing the accommodation would constitute an undue financial or administrative burden to the college.

**Do I have to use all of my accommodations in every class?**

No, not all accommodations are necessary or appropriate in every class. If you choose not to use an accommodation in a particular class, you will not be given the chance to make up the work with that specific accommodation at a later date.

**Can I request an accommodation directly from my instructor without first meeting with Disability Services?**

No, all accommodations must first be approved by Disability Services. Individual instructors have no obligation to accommodate you until you are approved.

**Who informs my instructors about my accommodations?**

Disability Services will email the instructor and the student, an Instructor Notification form. Students are responsible for discussing their specific accommodations agreement with instructors, to determine dates and times for assistance.

**What if an instructor refuses to provide an accommodation listed on my accommodations agreement?**

Contact the Disability Services office as soon as possible to resolve the situation.

**Grievance Procedure**

If a student with a disability feels they have a legitimate complaint, the first step is to speak with the Disability Services Coordinator. An appointment can be made by calling (989) 275-5000, ext. 280.

**If the complaint is not resolved, the student may follow the steps below:**

The student may file a complaint with the Vice President of Student Services. This written complaint must include the reason for the complaint, related dates, and the student’s signature.

**If you are still dissatisfied with the result, you have the right to file a formal ADA complaint:**

electronically - [www.ada.gov/complaint/](http://www.ada.gov/complaint/)

or by mail to: US Department of Justice  
 950 Pennsylvania Avenue, NW  
 Civil Rights Division  
 Disability Rights Section – 1425 NYAV  
 Washington, D.C. 20530

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239.