

Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09A
Policy Number: 6Hx2-5.09	Page: 1 of 5

For Students: Procedures for Requesting Academic Accommodations and Services

How to Obtain Services

Students requesting academic accommodations and/or disability services support for the first time, must notify the institution's Disability Services office, follow department procedures, and provide documentation according to established guidelines. During the intake process with a campus Disability Services Adviser, a Student Responsibilities form will be explained by the adviser to the student and the student will be requested to sign the form to acknowledge the students understanding and agreement with Disability Services Office procedures. It is the student's responsibility to strictly adhere to these procedures:

- Make an appointment to meet with a Disability Services Adviser who will provide academic advisement related to course-load, course difficulty and discuss any academic accommodations or services.
- Assist in completion of the Broward College Auxiliary Aids Accommodations Letter.
- On or before the first day of class, meet instructors and give them the accommodation letter.

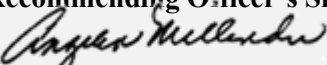
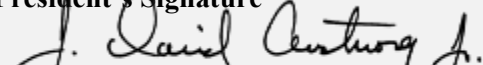
Each term after the initial intake, students must make a formal request for accommodation for the next session/term. This request must be made at least three weeks (15 working days) prior to the start of class. More time may be needed where interpretive services or adaptive technology is required. It is expected that equipment availability will fluctuate with the demand for its use. Every attempt will be made to coordinate schedules in order to adequately meet the demand.

The Office of Disability Services cannot be responsible for assisting in the resolution of subsequent problems if procedures are not followed.

Documentation Guidelines

The documentation provided by a student should include current justification (not more than three years old) for the need of the accommodation as well as specific detail on how the student's ability to function is limited as a result of her or his disability. The primary purpose of the documentation is to establish a disability in order to help the College work interactively with the student to identify appropriate services, and the information provided by the student must adequately document the existence of a current disability and need for an academic adjustment as a result of the disability. The College reserves the right to ask for additional documentation if needed to determine whether or what accommodations are appropriate. Requests by Disability Services for additional documents may delay the intake process and the provision of the student's requested accommodations.

A medical diagnosis of an illness does not automatically mean a student can receive services under Section 504. The illness must cause a substantial limitation on the student's ability to learn or another major life activity. For example, a student who has a physical or mental impairment would not be considered a student in

Recommending Officer's Signature 	Date: 11/10/2011	President's Signature 	Date: 11/10/2011
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Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09A
Policy Number: 6Hx2-5.09	Page: 2 of 5

need of services under Section 504 if the impairment does not in any way limit the student's ability to learn, or substantially limits a major life activity, or only results in some minor limitation in that regard.

A diagnosis of impairment alone does not establish that an individual has a disability within the meaning of Section 504 or Title II. Rather, the impairment must substantially limit a major life activity, or the individual must have a record of such impairment, or be regarded as having such an impairment. A diagnosis from a treating physician, along with information about how the disability affects the student may suffice. The College sets its own requirements for documentation in compliance with Section 504 and Title II.

Documentation for learning disabilities should follow the AHEAD Best Practices: Disability Documentation in Higher Education and the Educational Testing Services guidelines. According to these guidelines, students with learning disabilities need to be tested using an adult assessment. If the documentation a student submitted does not meet the requirements, An Office of Disability Services adviser should notify the student in a timely manner of what additional documentation the student needs to provide. As noted above, a student may need a new evaluation in order to provide documentation of a current disability.

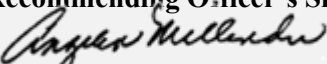
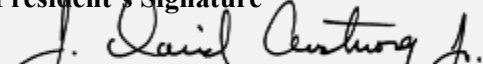
Provision of Accommodations

The College is not required to provide an academic accommodation that would alter or waive essential academic requirements. BC also does not have to provide an academic accommodation that would fundamentally alter the nature of a service, program or activity. Although students may request academic accommodation at any time, academic accommodation will be made at the beginning of the following term or session.

In order to assist each student in the provision of services and accommodations, each Disability Services Adviser will maintain a complete and confidential file on the student, tracking service history from the date that documentation was received to the date services end. Information that must be kept in the student's file shall include the following, as appropriate:

- Office of Disability Services Signature Page
- Documentation of disability
- Activity Log
- Student Intake Form
- Broward College Auxiliary Aids Accommodations Letter
- Student/Tutor Contract
- Student/Interpreter Contract
- Student/CART Contract
- Disability Services Equipment Release form
- Advocacy Waiver Form

Other information pertinent to the individual needs of the student must also be kept in the student's confidential file. In addition, appropriate demographic and funding information needed for college, state, and federal compliance reports are entered into databases by the Disability Services Adviser.

Recommending Officer's Signature 	Date: 11/10/2011	President's Signature 	Date: 11/10/2011
--	----------------------------	--	----------------------------

Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09A
Policy Number: 6Hx2-5.09	Page: 3 of 5

Specificity of Accommodation

Accommodations sanctioned by the Office of Disability Services are specific to the individual student's documented needs and may include but are not limited to any or all of the following:

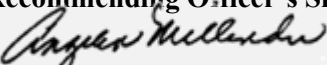
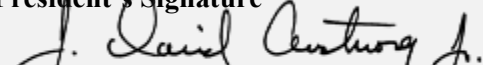
- Time extensions for tests/exams and projects
- Testing in distraction reduced setting
- Instructors will receive DS guidelines for identifying a notetaker if the student assesses the need
- Writer for exams or essays
- Hard copies of all overhead and PowerPoint presentations used in class, lectures, discussions and labs
- Tests put on CD
- Wheelchair-accessible desk placed in classroom
- Disability Services designated separate desk and/or chair placed in classroom
- Science lab assistant
- Use of a dictionary, thesaurus, or electronic speller
- Adaptive/accessible technology (hardware and software)
- Adaptive educational materials
- Accessible workstations
- Books in alternate format
- Use of tape recorder/calculator
- Use of laptop computer
- Alternative testing
- Printed material enlargement
- Readers and proofreaders
- Scribes/notetakers
- Interpreter services
- Real-time captioning
- FM system
- CCTV

Tutoring and Other Academic Support

Tutoring services are available to all Broward College students in the disabilities services center on the Central Campus, through online programs, and in the academic resource centers

It is the student's responsibility to communicate with both the instructor and the Disability Services Adviser regarding the effectiveness of the accommodations and/or the need for additional accommodations. Regular communication between the student, the instructor and the Disability Services Adviser is key to providing reasonable and successful accommodations.

The campus Disability Services Adviser and the appropriate student life facilitator/sponsor coordinate specific accommodations needed for student participation in non-academic student life activities. Negotiated

Recommending Officer's Signature 	Date: 11/10/2011	President's Signature 	Date: 11/10/2011
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Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09A
Policy Number: 6Hx2-5.09	Page: 4 of 5

individualized accommodations must enable the student with disabilities to access the same services provided to all College students.

Considerations for Specific Accommodations

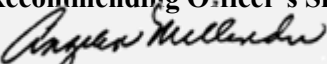
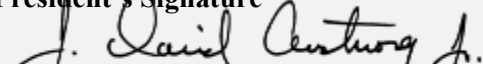
Students requesting the following accommodations need to be aware of these additional considerations:

- **Portable Equipment** – Inexpensive personal equipment, such as tape recorders, are expected to be purchased by the student for personal use. Specialized equipment, such as talking calculators and FM amplification systems, may be loaned to students. When a student checks out equipment, the Office of Disability Services reserves the right to place a block on that student's registration activity if the equipment is not returned as specified in the contract. Equipment not returned is considered stolen property. Such misconduct is subject to disciplinary action.
- **Interpreter & Captioning Services** – When real-time captioners or sign language interpreters are provided, a contract is signed between the student and the interpreter/captioner. This contract specifies how each party is to be notified when someone needs to be absent. Only one *unexcused* absence is permitted per semester. Noncompliance with the contract will result in services being discontinued for the semester, and the student having to pay for missed services. In addition, the Office of Disability Services reserves the right to place a block on the student's future registration or graduation activity until the fees have been paid.
- **Books in Alternate Format** – Students needing books in alternate format are responsible for checking with instructors well enough in advance (at least 30 days) so that items ordered may be received prior to the beginning of class. Students may bring items needing enlargement or audio taping to the campus Office of Disability Services at least three weeks in advance of the date needed.
- **Other Specialized Materials** – Other materials, such as raised-line drawings, Braille manuscripts, and tactile/manipulative learning aids require more advanced time.

Course Substitutions

Students with disabilities who petition to have a course substitution should contact the Student Disability Advisers to have the request processed. Appropriate documentation must be attached. The Course Substitution Committee will make a recommendation to the Provost and Senior Vice President for Academic and Student Services who will determine if the petition will be granted. An appeals/grievance procedure is available if a substitution is denied.

These petitions should be prepared prior to graduation requirements being met. Upon completion of the petition, Policy 6Hx2-4.09 and Procedure A6Hx2-4.09 (Substitution Admission and Graduation Requirements for Students with Disabilities) will apply. If a student is submitting an academic standards petition to request a fourth attempt at a course, all documentation of a disability and how this disability shows the need for a fourth attempt must be presented.

Recommending Officer's Signature 	Date: 11/10/2011	President's Signature 	Date: 11/10/2011
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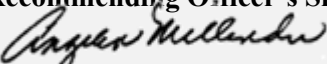
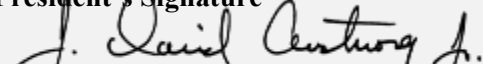
Procedure Manual



Title: Disabilities Services and Academic Accommodations for Students	Number: A6Hx2-5.09A
Policy Number: 6Hx2-5.09	Page: 5 of 5

The college is required, by Florida Rule 6A-10.041(3), F.A.C., to accept all substitutions previously granted by a Florida state postsecondary institution.

[Link to Policy 6Hx5.09](#)

Recommending Officer's Signature 	Date: 11/10/2011	President's Signature 	Date: 11/10/2011
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