

MCHENRY COUNTY COLLEGE

ACCESS AND DISABILITY SERVICES

GUIDELINES AND PROCEDURES

Revised 5/2015

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These guidelines and procedures should not be considered a contract. They are designed to be used by students, faculty, staff, and administration in assessing reasonable, appropriate, proper procedures and accommodations. The guidelines and procedures contained herein may be changed at any time, with or without notice. Any questions may be directed to the Manager of Access and Disability Services.

WHO WE ARE

Access and Disability Services at McHenry County College is designed to provide reasonable support for otherwise qualified students with disabilities so that they have the same opportunities as other students to succeed in college.

Whether a student has a documented learning, physical, or psychological disability, or other barriers to learning; our comprehensive support services may help the student achieve his or her potential. Some students in occupational programs who have limited English proficiency or are academically disadvantaged may also qualify for support services.

Our focus is on ability – not disability.

MISSION STATEMENT

To provide equal access to post-secondary education for students with disabilities and other special needs and to promote understanding and acceptance within the college community.

LINKAGES

The success of our program depends on close working relationships with the high schools; with agencies such as the Division of Rehabilitation Services and the Pioneer Center; and with other offices at MCC, including:

Counseling
Advising and Transfer Center
Financial Aid
Career Services
Sage Learning Center
Athletics and Student Activities

LAWS

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) prohibit discrimination against individuals with disabilities.

According to these laws, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.

“Qualified”

The ADA specifies that a qualified individual with a disability is a person who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements to receive services or participate in programs or activities provided by a public entity.

“Disability”

Section 504 and the ADA consider three categories of people with disabilities:

- A person who has a physical or mental impairment that substantially limits one or more of the major life activities of that person.
- A person who has a record of such impairment.
- A person who, while not actually disabled is regarded as having such impairment.

Major life activities include walking, speaking, seeing, hearing, breathing, learning, caring for oneself, performing manual tasks, and working.

ADA/SECTION 504 COORDINATOR

McHenry County College has designated the following person as its ADA/Section 504 Coordinator to coordinate its efforts to comply with and carry out its responsibilities under the ADA and Section 504:

Assistant Vice President of Human Resources
McHenry County College
8900 U.S. Highway 14, Room A244
Crystal Lake, Illinois 60012
Phone: (815) 455-8738

STUDENT RIGHTS AND RESPONSIBILITIES

Students with disabilities who attend McHenry County College have the following **rights**:

- Equal access to courses, programs, services, activities, and facilities.
- Reasonable accommodations that provide equal opportunity.
- Access to auxiliary aids and/or assistive technology.
- Appropriate confidentiality of disability documentation. Information will only be released with written consent or whenever disclosure is required or permitted by law.

Students with disabilities who attend McHenry County College have the following **responsibilities**:

- Self-identify themselves with the Access and Disability Services office by meeting with the Manager and providing appropriate documentation of disability(ies).
- Complete an "Accommodations Request Form" for each semester to indicate the support services needed for that semester.
- Provide a minimum of three weeks' notice to Access and Disability Services for all major accommodation requests. Special accommodations for equipment may require more time.
- Provide a minimum of one week notice to the instructor and Access and Disability Services for any testing accommodations.
- Seek information, academic and/or personal counseling, and assistance when needed.
- Adhere to course content, academic standards, code of conduct, policies and procedures set forth by the instructor, department, and/or college, as all students are required to follow.

COLLEGE RIGHTS AND RESPONSIBILITIES

McHenry County College has the following **rights**:

- Establish standards for courses, programs, services, activities, and facilities and to evaluate students based upon these standards.
- Require current appropriate documentation that supports the student's need for accommodations.
- Select among equally effective accommodations or auxiliary aides or services.
- Deny an unreasonable request for an accommodation that fundamentally alters a course, program, or activity at the college.

McHenry County College, through Access and Disability Services, has the following **responsibilities**:

- Serve as an advocate and liaison for students with disabilities and encourage them to become strong self-advocates.
- Reduce or eliminate physical, academic, and attitudinal barriers for qualified individuals with disabilities.
- Provide reasonable accommodations for students with documented disabilities who are otherwise qualified to participate in college courses, programs, and activities.
- Notify instructors of accommodation eligibility for students requesting support services. This is done on a semester by semester basis.
- Maintain confidentiality of documentation and other personal information except where permitted or required by law to make disclosure.

INTAKE PROCEDURE

Every student who requests accommodations from Access and Disability Services must present current, appropriate documentation of his or her disability(ies) during an intake appointment with the Manager of Access and Disability Services. The intake appointment usually proceeds as follows:

- Student makes the intake appointment with the Manager of Access and Disability Services. It usually lasts about 60 minutes. Student may bring parents or another person to the appointment.
- Student must bring appropriate, current documentation of his/her disability to the intake appointment.
- During the intake appointment the manager will explain the purpose and procedures of the Access and Disability Services. The following paperwork will be completed by Access and Disability Services staff:
 1. Intake Form/Release – Kept in student’s file with documentation.
 2. Access and Disability Services Accommodation form – Accommodations that the student is eligible for are listed by Access and Disability Services staff. The form will be given to student after the intake appointment along with other information about Access and Disability Services.
 3. Certification Card Request form – Laminated cards are printed for students.
- The following paperwork will be completed by the student:
 1. **Accommodations Request Form** – These forms are available in the ADS Office (A260). If you would like a copy sent to you, please contact the office assistant at (815) 455-8766. If the form is completed prior to beginning of the semester, services are coordinated just before the beginning of the semester. If completed after the semester has begun, services will begin as quickly as possible. Tutors will receive a copy of the student’s schedule so they can arrange for tutoring times. A schedule sheet is placed in the Master Binder so tutors can fill in their tutoring times for the student. If a student does not request a tutor for a class, but does request other services, the manager will send an accommodations notification to the instructor.
- A file will be opened for the student containing the Intake Form/Release and all documentation. The student's information will be entered into the Access and Disability Services data base.

DOCUMENTATION GUIDELINES

In order to determine eligibility, documentation may be required. While bringing it to our first meeting together may be helpful in expediting the determination regarding accommodations and support, it is not necessary to bring it to our first meeting. All requests for services and disabilities documentation are confidential. If you have questions about services, accommodations, or documentation contact the Manager of Access and Disability Services, by phone at (815) 455-8676, or by email at LOConnell@mchenry.edu. You may also visit our web site at www.mchenry.edu/access.

Access and Disability Services at McHenry County College provides reasonable academic support to qualified students with documented disabilities as mandated in Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). The documentation required for support may vary depending on the type of disability.

For the purpose of these guidelines, disabilities are grouped into four main categories:

- Learning Disabilities
- Attention Deficit/Hyperactivity Disorder
- Medical or Physical Disabilities
- Psychological Disabilities

The following documentation requirements for these categories must include a diagnostic evaluation including, as appropriate, a psychological or medical evaluation. Prescription slips DO NOT qualify as appropriate documentation. Disability documentation must have a disability diagnosis, indicate academic accommodations needed as a result of the disability, and include the signature of a licensed clinical professional and the date of signature.

LEARNING DISABILITIES

Documentation may include high school Individualized Education Plans (IEP's), 504 Plans, and/or Summaries of Performance (SOP's) if they include a current (within 5 years) psycho-educational evaluation that includes aptitude, achievement, and information processing subtests. A qualified professional, i.e. clinical or educational psychologist, neuropsychologist or learning disabilities specialist, must conduct and sign the evaluation. Disability diagnosis and appropriate academic accommodations must be included.

ATTENTION DEFICIT/HYPERACTIVITY DISORDER

Documentation may include completion of a “Verification of Disability” form from the MCC Access and Disability Services office or a formal written report from a qualified professional, i.e. psychologist, psychiatrist, or relevantly trained medical doctor. The type(s) of assessment(s) used to make the diagnosis must be included along with the results. The documentation should include current treatment and functional impact on the student’s academic activities. Appropriate academic accommodations should be listed.

MEDICAL OR PHYSICAL DISABILITIES

Documentation may include a completed “Verification of Disability” form from the Access and Disability Services office or a formal written report signed and dated from a qualified professional, i.e. medical doctor, ophthalmologist, otologist, audiologist, orthopedist, or physical therapist. The documentation should include:

- A current diagnosis, including symptoms and expected duration.
- Explanation of the current functional impact of the diagnosis on the student.
- Appropriate academic accommodations.

PSYCHIATRIC/PSYCHOLOGICAL DISABILITIES

Documentation may include a completed “Verification of Disability” form from the Access and Disability Services office or a formal written report signed and dated from a licensed mental health professional, i.e. clinical social worker, counselor, psychologist, psychiatrist, or neurologist. The documentation should include:

- The DSM-IV diagnosis, symptoms, and prognosis.
- Explanation of the current functional impact of the diagnosis on the student.
- Medical information relating to the college environment and medication(s).
- Appropriate academic accommodations.

All documentation is confidential and will be assessed according to these guidelines. Questions or comments regarding these documentation guidelines may be directed to the Manager of Access and Disability Services at (815) 455-8676.

CONFIDENTIALITY

Any and all materials contained within a student's Access and Disability Services file shall remain confidential, pursuant to The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99). These materials shall include, but are not limited to: Access and Disability Services intake form; medical and psychological records; high school individualized education plans (IEP's); correspondence from doctors or other appropriate professionals; notes from instructors, counselors, advisors, Access and Disability Services staff, etc.

The contents of a student's Access and Disability Services file may not be discussed over the phone or released to other individuals without the student's written consent. The student must sign a Documentation Release form in order to receive the contents of his or her Access and Disability Services file.

ACCOMMODATIONS AND SERVICES

Access and Disability Services at McHenry County College is designed to provide reasonable support to otherwise qualified students with disabilities so that they have the same opportunities as other students to succeed in college. Whether a student has a documented learning, physical or psychological disability, or other barriers to learning; our comprehensive support services help the student achieve his or her potential. Some students in occupational programs who have limited English proficiency or are academically disadvantaged may also qualify for support services. Our focus is on ability – not disability. We are located in Room A-260.

Eligible students may access support services by completing an "Accommodations Request Form" each semester, available in A260. We highly recommend that each student discuss accommodations with his or her instructor(s).

Tutors

Tutors offer weekly appointments for the majority of courses available at MCC. Many are adjunct faculty here at MCC. All have extensive knowledge in the areas they tutor.

Note Takers

Many students who receive support through Access and Disability Services are eligible for a note taker in class. It is the student's responsibility to ask someone in the class to be his or her note taker. Occasionally the student may need the assistance of the instructor when arranging for a note taker. The instructor might make an announcement that a note taker is needed and to stop by after class, if interested.

Once the student finds a note taker, that person needs to stop by the Access and Disability Services office to complete the proper paperwork so he or she can be paid at the end of the semester. Special note taking paper is always available in A260. This paper is carbonized so the note taker can simply separate the pages and share their notes at the end of each class. In some cases it is not convenient to use this paper, so the notes may be photocopied in the Access and Disability Services office.

Extended Testing Time

If a student requests extended time for tests and/or quizzes, instructors can handle the request in a number of ways.

- Allow the student to begin the test before the class.
- Allow the student to continue working on the test after class.

- Send the test to the Testing Center, Room A245, checking the “Accommodations for a disability are needed” box at the top of the “Make-Up Exam Authorization” form.

Test Readers

Access and Disability Services has test readers available to eligible students. Test reading is done in Room A-260. A message should be left on the voice mail (815) 479-7548 with the following information:

- Name
- Phone number
- Course and instructor
- Date and time to take the test

At least **one week’s** notice is required. They will call to set up a day and time for the test.

Private Testing

Some students are eligible for private testing. This means that testing can be done in one of the rooms within the Access and Disability Services area. Appointments for private testing should be made with the test readers by calling (815) 479-7548.

Alternative Textbook Formats

Students eligible for alternative textbook formats need to see the department Assistant or Manager as soon as possible to determine an appropriate method of text conversion. They will need the syllabus for the course which will contain information regarding the course, section number, instructor, and schedule of assignments. Student’s proof of purchase for the text book is required.

Classroom Aide

Students with limited mobility and/or visual impairments may be eligible for an aide in the classroom. The request should be made before the semester begins to give Access and Disability Services time to arrange for a student worker to provide assistance in the classroom.

Sign Language Interpreter

Students who are deaf or hard of hearing may request a sign language interpreter for classes, tutoring, and college activities outside the classroom. The lead interpreter can be reached at (815) 479-7512 or (866) 948-9144 (VP).

Assistive Equipment and Technology

A variety of assistive equipment and technology is available for eligible students. All requests should be made to the Access and Disability Services Assistant, (815) 455-8766.

GRIEVANCE PROCEDURE

McHenry County College has adopted this grievance procedure to assure the prompt and equitable resolution of complaints that the College has violated the ADA or Section 504, including complaints alleging retaliation for having complained of or opposed a violation of the ADA or Section 504.

Any student who wishes to make a complaint of a violation of the ADA or Section 504, including a complaint of retaliation, may do so by contacting the Manager of Access and Disability Services. The College prefers to receive complaints in writing, although alternative methods of communication, such as a personal or telephone interview, e-mail, or a tape recording, are acceptable. All complaints must be signed by the complainant. The complainant must provide his or her name and address and describe the alleged violation in as much detail as possible, including the date(s) and people involved. The College asks that the complainant make the complaint as soon after the alleged violation as possible, in order to allow a prompt investigation. All complaints must be filed within 180 days of the event or activity which is the subject of the complaint.

Upon receiving the complaint, the Manager of Access and Disability Services or designee thereof will promptly investigate the complaint and determine whether the complaint can be resolved. When the investigation is complete, the Manager of Access and Disability Services will communicate to the complainant the result of the investigation and any resolution.

If the complaint relates to a requested accommodation, and the Manager of Access and Disability Services determines that a requested accommodation would result in a fundamental alteration in the nature of the College's programs, services, or activities, or is an undue financial or administrative burden, the Manager of Access and Disability Services will provide the complainant with a written statement of the reasons for reaching this determination. The Manager of Access and Disability Services will also work with the complainant to attempt to identify alternative action by the College that would not result in such an alteration or such burdens, but would nevertheless ensure that the complainant receives the benefits and services of the College's programs and activities.

If the complainant is dissatisfied with the Manager's response, he or she may request reconsideration. The complainant may request reconsideration by submitting a written request to:

Adriane Hutchinson, Dean of Academic Development
McHenry County College
8900 U.S. Highway 14, Room A247
Crystal Lake, Illinois 60012
Phone: (815) 479-7829
Email: ahutchinson7231@mchenry.edu

The government enforcement agency for the ADA and Section 504 is the Office for Civil Rights. Complaints to that agency may be directed to:

Chicago Office
Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, Illinois 60661
Phone: (312) 730-1560
FAX: (312) 730-1576; TDD: (877) 521-2172
Email: OCR.Chicago@ed.gov

SYLLABUS STATEMENT

The following statement shall be included in the syllabus for every credit (including developmental) class offered through McHenry County College:

Students with Disabilities:

It is the policy and practice of McHenry County College to create inclusive learning environments. If you are a student with a disability that qualifies under the American with Disabilities Act – Amended (ADAA) and require accommodations, please contact the Access and Disability Services office for information on appropriate policies and procedures for receiving accommodations and support. Disabilities covered by ADAA may include learning, psychiatric, and physical disabilities, or chronic health disorders. Students should contact the Access and Disability Services office if they are not certain whether a medical condition/disability qualifies. To receive accommodations, students must make a formal request and must supply documentation from a qualified professional to support that request. However, you do not need to have your documentation in hand for our first meeting. Students who believe they qualify must contact the Access and Disability Services office to begin the accommodation process. All discussions remain confidential. The Access and Disability Services office is located in room A260 in A Building in the Atrium. To schedule an appointment to speak with the manager, please call (815) 455-8766. Information about disabilities services at MCC can be found at: www.mchenry.edu/access