

# **Serving Students with Disabilities**

## **Information for applying for services with SRO**

### **APPLYING FOR SERVICES AND MODIFICATIONS**

#### **WHO IS ELIGIBLE TO RECEIVE SERVICES AND MODIFICATIONS**

Any student enrolled at York Technical College (YTC) who has a documented impairment that substantially limits one or more major life activity and functionally limits an equal opportunity in the educational environment is eligible for services from **Counseling and Support Services (CASS)**. This may or may not include academic modifications. Each student is assessed on a case-by-case basis.

#### **New Students:**

Read all information included in the “information packet”

Fill out the ***Intake Information Form***

Make an appointment with an SRO Counselor by calling the office, 803-327-8007, or coming by the CASS front desk located in J Building.

Students will bring in all documentation acquired to their initial meeting. We will discuss any additional information that may be needed.

#### **Returning Students:**

Returning YTC students previously approved for accommodations are to come by CASS to complete a “Faculty Notification Form Request” (FNF) each semester to arrange for modifications. FNFs **are taken by the students to their instructor(s) and** outline approved modifications. It is suggested that the student discuss with your instructor(s) the approved modifications. Students are responsible for getting the required signature authorizations and returning the FNF to CASS.

It is always important to REGISTER FOR YOUR COURSES EARLY! Also, students requiring accommodations need to understand that it is ***their responsibility*** to request services in a ***timely manner***. Arranging for certain modifications can take a considerable amount of time. Please allow a minimum of ***2-3 weeks’ notice for implementing certain accommodations such as sign language interpretation.***

### **YOUR RIGHTS**

As a student requesting accommodations, you have the right to:

an equal opportunity to learn; and

reasonable modifications if the location, delivery system, and/or instructional method limit your access, participation, or ability to benefit from the educational process, provided it is **reasonable**, will not cause an **undue burden**, and will not **fundamentally alter** the course content and/or curriculum; and

An equal opportunity to participate in, and benefit from, the academic community. This includes access to services at a comparable level as that provided to any student.

Examples of modifications include, but are not limited to:

extending the time limit on a test; moving a class to an accessible location; providing a sign language interpreter for YTC-sponsored activities.

**Each request for modifications is considered on a case-by-case basis.**

## **DOCUMENTATION NEEDED**

### **WHO IS RESPONSIBLE FOR SUBMITTING DOCUMENTATION?**

The student requesting modifications is responsible for acquiring and submitting documentation of an accommodation request to the CASS. Students are encouraged to bring documentation with them when applying for these services.

Consultation with the student is the most important source of information that helps make the decision on appropriate accommodations. Consultation with other Counselors within CASS, Faculty and/or Family may also be helpful in determining appropriate modifications. A consent form will be completed at intake for services and any other consultation.

It is also the student's responsibility to meet and maintain the College's fundamental academic and technical standards. Academic accommodations may not apply directly to classes or programs with clinical components. Requested accommodations will be discussed on a case by case basis.

Please bring the documentation you have acquired to the initial meeting. We will discuss any additional information that may be needed.

### **WHERE DO I GET DOCUMENTATION?**

Documentation must be from a professional qualified to identify and diagnose the condition, who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the student, i.e., Physician, Psychologist, Counselor, Social Worker, Psychiatrist, etc. A good match between the credentials of the individual making the diagnosis and the condition being reported is expected (e.g., an orthopedic limitation might be documented by a physician, but not a licensed psychologist).

CASS reserves the right to deny services or modifications until such time as the appropriate documentation is provided.

### **WHAT SHOULD THE DOCUMENTATION INCLUDE?**

A **clear evaluation statement** of the exact diagnosis

Information on the **functional impact**

Details of the **progression or prognosis** of the condition

A description of the **diagnostic criteria**, evaluation methods, procedures, tests, and dates of administration

Documentation, along with the student's evaluation, should be thorough enough to demonstrate whether, and how, a major life activity is substantially limited by providing a clear sense of the **severity, frequency, and pervasiveness of the condition(s)**.

**Recommendations** from the professional can provide valuable information for review and the planning process, especially when the recommended modifications and strategies are logically related to the functional limitation(s). Any documentation related to previous modifications at another institution can be reviewed and discussed for appropriateness in the current setting.

**Documentation is used only for the purpose of determining appropriate modifications within YTC and is not used for determining disability for any other entity.**

### **WHERE IS THE DOCUMENTATION KEPT?**

Documentation is maintained in a secure electronic record management system in compliance with the Family Education Rights and Privacy Act and the Americans with Disabilities Act. Students' academic records and CASS records are not combined.

### **WHY IS DOCUMENTATION NECESSARY?**

Documentation establishes the individual as a person with a need for accommodations and provides rationale for *reasonable* modifications. The SRO needs sufficient information to assist students in determining eligibility for services and identifying possible *appropriate* modifications.

Documentation is needed to establish a diagnosis, however, the student is the best source of information regarding the impact on functioning. If securing documentation is a challenge, set up a time to meet with an SRO Counselor to help identify sources of documentation that are acceptable for establishing the diagnosis.

***PLEASE NOTE:*** *Documentation requirements vary among colleges and other post-secondary institutions. Suggested accommodations by credentialed professionals are considered in approving appropriate modifications, however, CASS will make the final determination. Approved accommodation may not transfer to other academic institutions.*

### **COMPLAINTS**

Any complaints about modifications (physical access, interpreters, note takers, taped texts, Braille copies, unwillingness of faculty to accommodate the student's required needs, etc.) should be reported to CASS at 803-327-8007. *A meeting will be scheduled to discuss complaints and the CASS Counselor will work toward a resolution. This may include coordination with other college offices with the student's involvement and consent.*

Students with accommodations are encouraged to meet with their instructor(s). The student knows their required accommodation and is the best one to explain their own coping strategies. Don't wait for a problem to arise. Not only will this put you at ease it will help the instructor(s) understand, and meet, your individual needs.

**FOR MORE INFORMATION, CONTACT:**

**Counseling & Support Services**

**[specialresources@yorktech.edu](mailto:specialresources@yorktech.edu)**

**803-327-8007**

**Toll Free at 1-800-922-TECH (8324)**

**RELAY service for the hearing impaired may Dial 711 FAX (803)**

**325-2897**