



# Cloud County Community College

## Guide to Receiving Accommodations

### Accessibility Services

Cloud County Community College is committed to providing equal access to students with disabilities through reasonable accommodations and services based on individual, documented need. Postsecondary accommodations require student self-advocacy and independence. Accessibility Services are located in UG 308 on the Concordia campus.

#### **Contact Information**

Aubrey Anderson, LCMFT

*Director of Student Accessibility and Mental Health Services*

Cloud County Community College

2221 Campus Drive

PO Box 1002

Concordia, KS 66901

785.243.1435, ext. 261

Fax: 785.243.9390

[aanderson@cloud.edu](mailto:aanderson@cloud.edu)

#### **Steps to Requesting Accommodations:**

1. Complete the Request for Accommodations form and meet by phone or in person with the Director of Student Accessibility Services for an intake conversation. During this initial meeting, the discussion will focus on how the disability affects the student and what accommodation(s) may be needed. Early contact is encouraged as it can take weeks for accommodations to be arranged.
2. Students will be required to provide appropriate documentation of their disability. Required documentation must be current and include the following:
  - a. The date of diagnosis and statement identifying the disability.
  - b. The student's current functional limitations specific to academic performance or major life activity.
  - c. Description of the methods used to identify the specific disability
  - d. Recommended accommodation(s) and the duration of accommodation(s)
  - e. Explanation of how the suggested accommodation(s) will benefit the student

Types of documentation include:

- IEP/504 Plan
- Recent evaluations
- Letters from doctors
- Hospital reports
- Disability Verification Form

If a student does not have current documentation, then they must have the disability diagnosis made by a licensed professional in the field directly related to the disability. The college is not able to provide testing or diagnosis of a disability, and the college is not responsible for the fees associated with the diagnosis of the disability. Paper copies of the Disability Verification Form are available in the office or via email.

3. After submitting the completed request form and submitting the documentation, the Director of Student Accessibility Services will determine if the documentation is adequate both to establish the existence of qualifying disability and to support the requested accommodations.
4. Accommodation letters are developed after the determination of reasonable accommodations. Students must request accommodations each semester and requests should be made as far in advance as possible.
5. Students are responsible for providing a copy of the accommodation letter to their instructors. Once an instructor receives an accommodation letter, the student has the right to ask the instructor for any accommodation(s) listed in the letter. Accommodations are not retroactive.
6. Students must notify the Director of Student Accessibility Services of any schedule changes.

### **Privacy**

Cloud County Community College complies with the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives the student certain rights with respect to their education records. These rights begin when the student enrolls at Cloud County Community College.

### **Appeal**

Cloud County Community College has established procedures for students to appeal decisions about the accommodations process. For information on the appeal process, students should contact the Director of Student Accessibility at 785.243.1435, ext. 261.

### **Suggested Reference**

The United States Department of Education has available an informative publication for students with disabilities who are transitioning into post-secondary education. The publication is entitled *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*. The Publication is available to view or order online at [www.ed.gov/print/about/offices/list/ocr/transition.html](http://www.ed.gov/print/about/offices/list/ocr/transition.html)