



Monroe Community College
STATE UNIVERSITY OF NEW YORK

Office of Disability Services *Requesting Accommodations*

Purpose statement

Monroe Community College provides a mainstreamed learning environment for students who identify themselves as having a disability. Students must be able to function independently, are responsible for informing the College of their individual needs, and must provide the appropriate accommodation documentation for services. Reasonable accommodations are available to students who self-identify as having a disability and as being otherwise qualified for admission to the College.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities.

Disability Services is the designated department responsible for maintaining disability related documentation, certifying eligibility for receipt of services, determining academic adjustments, and ensuring provision of those services.

Accommodations

An accommodation is a modification or adjustment that will enable a qualified student with a disability equal access to their education. Accommodations are determined on a case-by-case basis.

Accommodations approved by the College include, but are not limited to:

Alternate Format Textbooks • Enlarged Font • Audio Recorded Lectures • Use of Calculator
Extended Test Time • Preferential Seating • Reading Software Programs • Interpreters
Speech Recognition Programs • Word Processor • Testing Location with Reduced Distraction

Temporary Disabilities

Services and accommodations are available to students with temporary disabilities to provide access to campus programs and activities. Temporary disabilities may be a result of an injury, surgery, or short-term medical condition. In order to receive temporary accommodations the student is required to self-identify with the Office of Disability Services located on the Brighton Campus (Bldg. 3, Room 103) or the Student Engagement Center located on the Downtown Campus (Floor 3, Room 310).

Assistance cannot be provided for tasks of a personal nature such as scribing for homework or assisting with personal health-home care.

Brighton Campus • 1000 East Henrietta Road • Rochester, NY 14623 • Phone: 585.292.2140 • Fax: 585.292.3867
Downtown Campus • 321 State Street • Rochester, NY 14608 • Phone: 585.685.6002 • Fax: 585.292.3837

www.monroecc.edu/go/disability

Steps to Requesting Accommodations

Step 1: Submit Disability Documentation

- Students requesting accommodations must *self-identify* and provide appropriate disability documentation to the Office of Disability Services located on the Brighton Campus or the Student Engagement Center located on the Downtown Campus.
- Documentation can be submitted via mail, email, fax, or in-person.
- All requests for accommodations should be made *at least 30 days in advance* of the need.
- Documentation must be written by a licensed or credentialed examiner and may include:
 - Full Psychological Evaluation/Diagnostic Report; Individualized Education Plan (IEP)/504 Plan; Audiogram; Medical Letter or Report (on letterhead).
 - For further information, please refer to the Disability Services website to view specific guidelines for documenting a disability:
<http://www.monroecc.edu/depts/ssd/disability-documentation/>

The Office of Disability Services does not release disability documentation. Please keep a copy for your own personal record.

Step 2: Contact Disability Services

- Confirm receipt of any documentation mailed/emailed/faxed.
- Schedule required Intake Meeting or Reinstatement Meeting.
 - An Intake Meeting is required for any new student requesting accommodations. A Reinstatement Meeting is required for any returning student who takes a semester to reactive approved accommodations.
 - If majority/all classes are located at the Downtown Campus, call the Student Engagement Center (585) 685-6002 to schedule your appointment. All others should contact the Brighton Campus (585) 292-2140.

Step 3: Attend the Intake Meeting or Reinstatement Meeting

- During the Intake Meeting or Reinstatement Meeting, the student will meet with an SSD staff member to discuss documentation submitted, barriers experienced within the academic setting, requested accommodations, etc.
- Accommodations become active once the Intake Meeting or Reinstatement Meeting is concluded.

Placement Test (if required)

- Accommodations (Calculator/Tests Read) must be approved by the Disability Services office prior to taking the Placement Test.
- The Placement Test is an untimed exam.