



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 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 meet the academic and technical standards required for admission or participation in the education program or activity, with or without the provision of academic adjustments and/or auxiliary aids.

In accordance with the [Americans with Disabilities Act](#) and [Section 504, 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.

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

Steps to Request Accommodations

Step 1: Submit Disability Documentation

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 specific guidelines for documenting a disability, please visit the following link- [Disability Services](#).

Due to the interactive nature of any request for accommodation, we encourage students to provide as much relevant documentation to help support all requests for services. Documentation can be submitted via e-mail, fax, mail or in-person. All requests for accommodations should be made *at least 30 days in advance* of the need.

Note: The Disability Services office is the designated department for determining accommodations for the Placement Test (if required).

Step 2: Schedule an Appointment

Once documentation has been reviewed, a notification email is sent to the students MCC email account regarding next steps in the process to request accommodations.

Note: All documentation is reviewed in the order received. We strongly encourage all students to follow up with the office if they have not received any correspondence via email/phone after four weeks of initial submission of documentation.

Type of appointment to be scheduled:

- An **Intake Meeting** is required for any student requesting accommodations for the first time at MCC.
- A **Reinstatement Meeting** is required for any returning student who takes the fall/spring semester off requesting to reactivate accommodations.
- A **Modification Meeting** is for a student currently registered with Disability Services seeking to add/remove accommodations.

Step 3: Attend Required Meeting

An interactive meeting occurs between the student and Disability Counselor to develop an Academic Accommodation Letter. Each meeting includes the following areas:

- request for accommodation(s),
- disability documentation submitted,
- identify the functional limitations/barriers,
- complete necessary paperwork,
- review policies/procedures,
- review available supports/resources.

At the conclusion of the meeting, the student is provided with necessary information related to approved accommodations, self-advocacy, and available supports both on/off campus.