

Federal Mandates and Laws Governing the Office of Disability Services

The Office of Disability Services provides assistance to GGC students in compliance with federal mandates regarding individuals with disabilities.

Section 504 of the Rehabilitation Act of 1973 states “No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of or be subjected to

Students taking tests in the Office of Disability Services will not give or receive answers to tests or about test materials.

All non-testing items will be placed in the designated area within the disability services office. This will be a separate location from the where the student is testing.

This includes the following items:

Students will take exams on the same day and time as the scheduled day and time of the given exam. Exceptions may occur as stated below:

When the student has a class immediately before and after the class in which there is a test. (If needed, the Office of Disability Services will assist students in considering accommodation prior to class selection each semester. Please make an appointment in advance.)

When the Office of Disability Services is not open or cannot accommodate at the given time.

If the instructor allows an exam to be given at an alternative time or day.

(The student may contact their instructor to discuss their individual circumstances such as illness or unforeseen tragedy.) This would not be a mandate from the Office of Disability Services and would be completely up to the instructor's discretion.

Students will not discuss test questions with others

Provisional services may be provided when a diagnosis is on file or there is overwhelming evidence that a student is suspected of having a disability.

Provisional accommodations are generally granted for one semester only.

A provisional services form must be filled out by the Office of Disability Services and signed by the student.

The provisional services form is to reside in the student's file.

Foreign Language Course Substitution Policy

Foreign Language (FL) course substitution may be pursued as long as the FL course is not an essential part of the student's program. GGC does not grant course waivers for FL. A student seeking a substitution for the CPC or college level FL course through disability services must adhere to the steps detailed as follows:

1. Documentation of disability meeting the criteria set forth by GGC and showing evidence that the disability interferes with the student's ability to learn in the FL domain must be submitted with adequate time to process (3 weeks to 1 month)
2. The documentation will be sent to the Regents Center for Learning Disorders (RCLD) for review and recommendation.
3. The RCLD recommendations along with review of the student's file and any other supporting information will be completed by the Director of Disability Services and a determination will be made.
4. If a FL substitution is approved, the student will work with the Office of Disability Services to choose a class to substitute from the approved list of classes.
5. At that time, the course substitution form will be filled out, signed by the Director of Disability Services and sent to the Dean of Liberal Arts, the student's mentor, and the Registrar's office.
6. If the FL substitution is denied, the course substitution form indicating the reason for denial will be placed in the student's file and a copy will be made available to the student.

Equipment Check-Out Policy and Procedure

It is the student's responsibility to request equipment when needed for each semester.

Each subsequent semester that a student needs the equipment, a new Equipment Check Out Form must be filled out and signed.

Student should notify the Office of Disability Services of the equipment reservation at least two (2) weeks prior to the beginning of the semester. Any late requests will be filled as available.

Any damage done to the equipment while checked out is the sole responsibility of the individual who signed the Equipment Checkout Form.

Each semester the equipment must be returned to the Office of Disability Services.

Priority Registration Policy and Procedure for Students with Disabilities

Priority Registration was developed to ensure equal educational access for people with disabilities. Eligibility for priority registration is determined based on the student's substantial limitations as noted in the student's documentation and student's self-report. Early registration may be appropriate for those who need to schedule classes in a restricted time frame, people who have medical issues in which a regimented treatment schedule is required, for those on certain medications that allow for better learning at certain times of day, and/or to ensure accommodations that need significant preparation time. If a student is allowed priority registration and chooses to not use it, he/she may be forfeiting timely accommodations through the Office of Disability Services.

Alternative Media Policy and Procedure

Alternative media is a conversion of hard copy material to an alternate format.

Some examples of Alternative Media include:

- Large Print
- E-text (electronic text on CD or sent via electronic files)
- Braille
- Books on tape or CD

Procedure for Obtaining Alternative Media

1. Register for classes as early as possible utilizing Priority Registration on the first day available
2. Purchase books
3. Make an appointment with the Office of Disability Services at least a month prior to the beginning of each

Volunteer Notetaker Policy

GGC utilizes volunteer notetakers

Consultation to the Campus Community

We work collaboratively with faculty and staff on a need to know basis.

We consult with faculty staff and students regarding disability related issues and accommodations.

We collaboratively work with faculty to provide accommodations.

We educate faculty, staff, and students about disability related issues.

We advise faculty of their rights and responsibilities.

We seek the faculty input regarding appropriate accommodations for their courses and subject matter.

We provide resources to faculty to assist in teaching and instructing students with disabilities.

We provide classroom disability awareness presentations.

We provide disability awareness month activities.

For disability services requests not covered under the headings of this policy, the Office of Disability Services shall consider them on a case by case basis.