

Bladen Community College

Disability Services Handbook

Last revised 7/13/2022

Departmental Mission Statement

Disability Services shall work individually with qualified students to develop an effective and comprehensive accommodation plan.

Disability Services shall collaborate with administrators, faculty, and staff to ensure that the facilitation of reasonable and appropriate accommodations for students with disabilities is provided.

Disability Services will operate in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Disability Services shall function as an integral part of the Student Services division and of the total institution in assuring that students with disabilities will be recognized as individuals with needs, interests, and abilities.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 is a civil rights legislation that extends Section 504 to all activities of state and local governments, including those that do not receive federal financial assistance. The ADA strengthened and expanded the provisions of Section 504 through a broader definition of disability and by allowing private parties to bring lawsuits to enforce their rights under Title II.

Definition of Disability

The Americans with Disabilities Act (ADA) defines disability as “a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.” Disabilities involve substantial limitations and are distinct from common conditions not substantially limiting major life activities.

Procedure and Timing

1. Self-Identify
2. Provide Necessary Documentation to Disability Services
3. Interactive Discussion with Director of Disability Services
4. Evaluation of Eligibility
5. Notification of Student/Stakeholder

Students/Stakeholders should begin this process as early as possible. The process may take up to six weeks to complete depending on availability of documentation and scheduling. Accommodations are not retroactive.

Student Responsibility

- Student needs to voluntarily disclose their need for accommodations to the Director of Disability Services.
- Student needs to provide recent documentation of their disability to Office of Disability Services.
- It is in the best interest of the student to request accommodations early enough in the semester to allow for accommodations to be put in place.
- Students needs to notify the Office of Disability Services if their needs change during the semester or between semesters.
- Students need to attend classes and maintain the academic standards set by the college and departments.
- Student must abide by all policies and procedures established for Bladen Community College Students.

Certifying Eligibility for Services

Individuals with disabilities are protected from discrimination in admissions. With adequate documentation of the current impact of the disability, individuals are entitled to appropriate and reasonable accommodations. The documentation must establish that the individual has a disability, and therefore is protected from discrimination. The documentation must also describe the current functional impact of the disability so that potential accommodations can be identified.

Documentation

Documentation should include a clear statement of the diagnosis, the basis for the diagnosis, and the current impact of the disability as it relates to the accommodation request. Generally, documentation of a disability must be no more than four years old. It is suggested that documentation include the following:

- A diagnostic statement identifying the disability, date of the most current diagnostic evaluation, and the date of the original diagnosis
- A description of the diagnostic tests and the examiner's evaluation
- A description of the current functional impact of the disability
- A statement indicating treatments, medications, or assistive devices/services currently prescribed or in use, with a description of the mediating effects and potential side effects
- A description of the expected progression or stability of the impact of the disability

- A history of previous accommodations and their impact
- The credentials of the diagnosing professional

Academic Accommodations

Accommodations are interventions that students with disabilities may utilize to support their academic access. Accommodations are identified for each student with a disability on an individual basis.

Any accommodation that will fundamentally alter the standards of a course and/or program will not be allowed.

Classroom Accommodations

With the support of the Director of Disability Services, Students are responsible for informing instructors about needed accommodations in the classroom. These accommodations should be identified through the Director of Disability Services. Instructors should not provide accommodations that are not previously identified by the Director of Disability Services.

Students are responsible for using accommodations appropriately. Responsible use of accommodations includes, but is not limited to, providing advance information to instructors so accommodations can be planned.

Testing and Evaluations

Depending on the disability, the student may require the administration of oral examinations, or through use of Assistive Technology, and/or, extensions of time for exams.

Service Animals

Bladen Community College welcomes service animals to campus in accordance with all state and federal law.

Pregnancy (including postpartum)

If you have a pregnancy-related impairment that is considered a disability under *The Americans with Disabilities Act* you are entitled to reasonable accommodations.

Learning Enhancement Center

The Learning Enhancement Center (LEC) is located in Building 8. It contains an open computer lab and small study rooms for individual tutoring. Peer tutoring is available by appointment.

The LEC also provide support and resources for learning.

Student Records

All student records pertaining to documentation are kept in a confidential file. Records are retained throughout the student's enrollment at the college, as well as for five years following graduation or exit from the college.

Grievance Procedure

The applicable Grievance Procedure can be found in the current academic catalog.