

Office of Student Success
East Central Community College

2022-2023

HANDBOOK for STUDENTS WITH DISABILITIES

Post Office Box 129

Decatur, MS 39327

601-635-6228 (office)

www.eccc.edu

Resources Consulted in the Preparation of this Handbook:

Handbook for Students with Disabilities, Office of Disability Support Services, Holmes Community College
Disability Support Services Handbook for Student with Disabilities, Meridian Community College
Disability Services Guidebook and Procedural Standards, Pearl River Community College

I. *Introduction*

East Central Community College (ECCC) through the American with Disabilities Acts (ADA) Coordinator provides reasonable accommodations for students with disabilities. The ADA Coordinator verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. ECCC is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations and auxiliary aids which support the College standards and academic integrity without causing undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business. The Office of Student Success is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers based on personal interest and ability. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). ADA staff, known as Disability Support Services (DSS) is here to assist students with the implementation of academic accommodations and program accessibility. We encourage each student to contact us if the student has any questions about the student's accommodations or if problems occur regarding the student's accommodation. We cannot assist with or correct a problem or concern if we are unaware that a problem exists.

Dr. Amanda Walton
Director of Student Success/ADA Coordinator
Phone: (601) 635-6228
Email: ada@eccc.edu

II. *The Law*

Eligible students include those who are:

- enrolled in degree and non-degree programs offered by ECCC, and
- are considered qualified to meet all college program requirements despite a disability, and
- meet the definition of disability as defined by Section 504 of the Rehabilitation Act of 1973 and the ADA.

The definition of disability includes any person who “. . .has a physical, emotional, or mental impairment which substantially limits one or more of life’s major activities; has a record of disability or is regarded as having a disability.” Having a medical condition or disability does not automatically ensure that a student is eligible for protection and services under the ADA. For example, if mitigating circumstances such as eyeglasses or contact lenses offset the limiting effects of a disability, then a student may not be eligible. Documentation of a disability must substantiate significant limitations, with or without mitigating circumstances, in life areas related to learning. **Students with disabilities who choose not to register with Disability Support Services (DSS) are not covered under the ADA.** In determining if a student is qualified to meet all program requirements, ECCC must base its decision on the skills, interests, and aptitudes of a student and not on presumptions that would arbitrarily exclude a student from participation in a program or activity.

Under the Provisions of Section 504, ECCC “. . . may not discriminate in the recruitment, admission, educational process, or treatment of students”. **Students who have self-identified, provided documentation of disability, and requested reasonable accommodations related to their specific disability are entitled to receive the following:**

- information in accessible formats upon request,
- approved modifications of programs,
- appropriate academic adjustments, or
- auxiliary aids that enable them to participate in and benefit from all educational programs and activities in the most integrated and appropriate settings.

Section 504 does not compel educational institutions to disregard the disabilities of individuals or to make substantial modifications in programs to allow individuals with disabilities to participate. Academic requirements which are essential to the program of instruction being pursued by a student or any related licensing requirements are not regarded as discriminatory, even if they have an adverse effect on individuals with disabilities. Thus, academic requirements may not serve as barriers to equal opportunity, unless they are deemed essential to a degree program or licensing process.

According to Section 504 of the Rehabilitation Act of 1973 and the ADA, institutions should make reasonable accommodations so that no student with a disability is denied the

benefits or excluded from participation in, or otherwise subjected to discrimination under any of its education programs or activities because of an absence of educational auxiliary aids. Auxiliary aids include, but are not limited to typed texts, lecture notes, film transcriptions, interpreters, readers or taped texts, and adapted classroom equipment. **Institutions are not required, however, to provide services of a personal nature such as personal attendants, individually prescribed devices, transportation, or readers/tutors for personal use or study.**

III. *STUDENT RESPONSIBILITY*

Good self-responsibility skills are important to help students make the transition to post-secondary education and to have a successful college experience. East Central Community College will make a good-faith effort to provide reasonable accommodations which may be necessary for the student to have equal access to educational opportunities. **It is the student's responsibility to use the approved accommodations, access other types of College assistance if needed, and work towards academic success.**

If a student's approved accommodations are not implemented in a satisfactory manner, it is the **student's responsibility** to inform DSS as soon as possible. Delays in reporting problems with accommodations may result in loss of opportunity to correct the situation.

Students are responsible for their conduct. Inappropriate behavior toward persons providing accommodations, instructors, and/or other students or staff will not be tolerated. **Such behavior may result in the loss of privileges or services.** ECCC's student discipline policy will be adhered to as outlined in the College Catalog.

Students with disabilities have the responsibility to:

- self-identify disability status to the ADA coordinator in a timely manner
- provide current documentation of a disability from an appropriately certified or licensed professional. This may include an IEP or 504 plan that has been used in the last 3 years.
- request specific accommodations that are appropriate to the documented disability in a timely manner
- maintain contact with DSS
- read and follow the policies and procedures outlined by DSS
- meet degree or essential course requirements as established by the College and/or course instructor
- know the disability and how it affects learning
- procure and pay, if applicable, for services related to personal use and study
- meet and become familiar with College personnel, including the DSS office
- discuss accommodations with instructors
- notify the DSS office immediately if there are problems or concerns regarding accommodation
- use all available campus resources and support services

IV. RESPONSIBILITY OF DISABILITY SUPPORT SERVICES (DSS) STAFF, FACULTY, AND THE COLLEGE

Under the provisions of Section 504 of the Rehabilitation Act and the ADA, Institutions of Higher Learning must provide reasonable accommodations that afford equal educational opportunities for students with disabilities. Section 504 states that “. . .No otherwise qualified person with a disability in the United States . . . shall, solely by reason of . . . disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

DSS staff has the responsibility to:

- educate personnel and faculty regarding the rights of students with disabilities and the policies of DSS.
- verify documentation of the disability and plan for reasonable and appropriate accommodations that meet the mandates of federal legislation.
- work with the student to develop an individualized accommodation plan.
- consult with parents, faculty, staff, and relevant professionals as necessary as permitted under law, but reserves the right to request the student’s presence.
- encourage students to be self-advocates and to act of their own accord.
- ask students to complete an Evaluation of Services at the end of the semester, prior to graduation, or leaving college.

Faculty have the responsibility to:

- provide reasonable accommodations that assists students in accessing College resources and in fulfilling degree requirements as established by the College.
- respect rights to privacy.
- strive to keep information provided by the ADA coordinator private and give access only to ADA staff.
- refer students to the ADA coordinator when they request accommodations without a Letter of Classroom Accommodations.

The College has the responsibility to:

- not disclose specific information about a student’s disability or the nature of the disability unless the student makes a direct request to the ADA Coordinator and signs the Release of Records Information.
- disclose students’ records only when permitted or required by law.
- have a signed consent form prior to receiving or releasing information, even to parents.

V. ***DOCUMENTATION GUIDELINES***

Students wanting to receive accommodations for a disability must complete an intake application and provide documentation of the disability. **To ensure timely delivery of accommodations, students are advised to begin the application process at least six weeks prior to registration for classes.** The following gives some guidance as to what is required for proper documentation:

- Documentation of a disability from an appropriately licensed or certified professional with expertise related to a student's disability must be filed with DSS.
- Documentation must include a statement explaining how the disability, with or without mitigating circumstances, limits a major life area, thus impacting a student's participation in courses, programs, services, activities, and facilities of the college.
- Evaluations for the purpose of documentation must have been completed within five years of application with DSS; however, exceptions may be necessary depending on individual circumstances and any request for exception may be submitted to the ADA Coordinator, in writing who will review the request with the Executive Director for Enrollment Management, Dean of Students, and Executive Vice President within 10 (ten) days and provide a written response granting or denying the request.
- DSS does not assist students in obtaining appropriate documentation, nor does the ADA coordinator refer students for eligibility evaluations. **All fees associated with procuring documentation are the responsibility of the student.**

The ADA Coordinator is responsible for reviewing and approving the application and documentation. The College may consult with qualified professionals to review questionable documentation in which any personally identifying information has been removed to ensure that such documentation meets Section 504 and ADA disability criteria. Once the application and documentation are approved, the ADA coordinator contacts the student to inform him/her that he/she is registered with this office and offers to schedule an intake meeting.

VI. ACCOMMODATIONS

Accommodations are provided for the purpose of ensuring equal access to an education; they are not a guarantee of a certain grade or of success in a particular class or program. Rather, they are intended to level the playing field for students with disabilities. Students with disabilities are expected to fulfil all academic and course requirements and evaluation standards as is expected of all students.

What they are and what they are not:

Accommodations are approved on a **case-by-case** basis. They are assigned depending on the documentation that each student submits, the impact of each student's disorder, and are **not** provided retroactively.

The ADA coordinator is unable to provide accommodations for academic work completed before the student is verified as eligible for accommodations or before the student requests accommodations each semester. Therefore, it is imperative that the student request accommodations as early in the semester as possible.

Accommodations are also provided on a **class-by-class** basis. An accommodation which is reasonable in one class may not be reasonable in another. **No accommodation will be provided if it compromises or alters essential elements or evaluation standards of a course.**

Accommodations are **classroom supplements**. They are **not** intended to replace regular classroom attendance or participation.

Services and reasonable accommodations may include, but are not limited to, the following:

- note takers and/or use of tape recorders in class
- Assessment modifications (extended time, minimal distraction environment, test proctors, screen reader technology, or scribes)
- enlarged print (digital and/or print)
- seating locations such as near the classroom board
- liaison services between ECCC faculty/staff and student about disability needs
- faculty/staff orientation and technical assistance to faculty/staff on request
- liaison services with rehabilitation agencies
- liaison services with departments (campus orientation, technology, admissions, registration, and housing)
- accessible classroom/location
- assistance in obtaining materials

Student procedures for requesting and acquiring accommodations and ADA services:

1. Self-identify with the ADA coordinator.
2. Complete all admissions requirements and attend orientation.

3. Complete all necessary paperwork and provide documentation of the disability to the ADA coordinator (recommended six weeks prior to start of term).
4. Meet with advisor to determine the desired course schedule. **Please note, the ADA coordinator does not provide academic advising for students with disabilities.**
5. Register for classes.
6. Make an appointment to meet with the ADA coordinator to complete necessary paperwork and receive letters of classroom accommodations. Classroom accommodations letters cannot be issued if all documentation and paperwork has not been turned in, reviewed, processed, and approved. **ECCC administrators, faculty, and/or staff members will not provide accommodations without a Letter of Classroom Accommodations from the ADA office.**
7. Make an appointment to meet with each instructor to discuss accommodations and the implementation of approved accommodations in each class.
8. Accommodations are **not** automatically renewed each semester. To receive classroom accommodations, complete the previous steps **each semester**.

Application/Accommodation Meetings:

In the initial accommodation meeting the student who is approved as having an eligible disability under the ADA, identifies his/her needs and makes requests for accommodations. The ADA coordinator may perform a substantive review of requested accommodations and explore reasonable alternatives to the requested accommodations. To be approved, accommodation requests must be appropriate for the student's disability and supported by the documentation of the specific disability. Approved accommodations are not retroactive.

Accommodation plans are reviewed and updated each semester at the request of the student. Prior to the beginning of each semester and after registering for classes, students must schedule an accommodation meeting with the ADA coordinator to identify and request (for new students) or re-request (for returning students) their accommodations for the upcoming semester. Students should bring a copy of their class schedule to the accommodation meetings. Changes in the schedules and/or in the implementation of the approved accommodations must be reported to DSS by the student receiving the accommodation. Requests for accommodations should be **made in advance** to allow reasonable time to prepare for implementation.

Letter of Classroom Accommodations:

If direct classroom accommodations are recommended and the student chooses to use them, the student will be provided a copy of the Letter of Classroom Accommodation for each class/instructor; a digital copy will also be sent for each class/instructor by DSS.

A new Letter of Classroom Accommodation must be completed for each class/instructor each semester. Letter of Classroom Accommodation verifies for the instructor that the student is registered with DSS and informs the instructor of the student's approved reasonable accommodations.

It is the student's responsibility to confirm the Letter of Classroom Accommodation has been received by each instructor. Students are required to self-disclose the need for accommodations by discussing the Letter of Classroom Accommodation directly with their instructor(s). It is in the student's best interest to make an appointment to meet with each instructor to discuss approved accommodations and their implementation.

When possible, instructors will assist in the provision of classroom accommodations when reasonable and necessary. Instructors are not expected to compromise essential elements of the course or course evaluation standards.

Adding to or Changing the Student's Approved Accommodations:

Some students decide that they may benefit from a change in or additional accommodations not previously approved. To request changes or additions to previously approved accommodations the student will need to contact the ADA coordinator and be prepared to give details about the new accommodations and the reasons for the request.

Faculty may not change accommodations without a Letter of Change in Classroom Accommodations from the ADA office.

Documentation will be reviewed to determine support for the request. In some cases, additional documentation may be needed to support the request. The student will be notified within 10 working days of the ADA coordinator's decision regarding the student's request.

Students are expected to maintain regular contact with DSS. It is the student's responsibility to inform DSS if there is a problem with the approved accommodations.

VII. *FREQUENTLY REQUESTED ACCOMMODATIONS*

Listed below are descriptions of some of the most common accommodations assigned through the ADA coordinator's office. Also included is the procedure for requesting and receiving each accommodation. **Please remember that accommodations are assigned on a case-by-case basis, and, therefore, inclusion of an accommodation in this handbook does not constitute individual approval.** This is not an all-inclusive or exhaustive list. The student may request and be approved for accommodation not listed in this handbook.

If the student has any questions or concerns about approved accommodations, please do not hesitate to contact the ADA coordinator. As previously stated, ECCC cannot assist if we are unaware that the student needs assistance.

Note takers

This service is provided by student volunteers or workers enrolled in the same class section as the student requiring a note taker. It may take the ADA coordinator's office several weeks to recruit note takers. To help assure a note taker, students should make every effort to request this accommodation as early as possible. **Students are encouraged to assist in the recruitment process by referring possible notetakers to this office.** If a student knows someone in class who may be a good note taker, the student is encouraged to send that person to the DSS office for an interview. This practice may prevent a delay which might occur while DSS attempts to recruit note takers.

It is the student's responsibility to deliver the note taker request letter to each instructor.

Students will be given a copy of the Letter of Classroom Accommodations which will request that the instructor make an announcement regarding the need for a note taker. Please note that this process is confidential. Instructors will not mention the student by name when they make the announcement regarding the need for a note taker.

It is the student's responsibility to be aware that accommodation is not provided retroactively.

Note taking will begin when a note taker is recruited and notes from prior classes will not be provided. Contact DSS in writing with any additions to or deletions from the class schedule initially submitted.

It is the student's responsibility to attend class on a regular basis. Note taker services are provided as a supplement to the classroom experience. It is not intended to replace regular classroom attendance or participation.

It is the student's responsibility to be aware that there may be times when the College is unable to recruit a notetaker or the assigned notetaker is unable to attend class. Students are encouraged to take a tape recorder to every class to serve as a back-up.

It is the student's responsibility to contact DSS promptly if notes are not being delivered or if the quality of the notes is not adequate. To assist with a problem, the ADA coordinator must be aware of a problem.

It is the student's responsibility to indicate to the instructor his/her preferred method of exchanging notes:

- If the student prefers that his/her identity remain confidential, the student should inform the instructor. In this situation, the instructor will act as intermediary between the student and note taker. It is the responsibility of the student to pick up his/her copy of the notes during the instructor's regular office hours.
- If the student prefers direct contact with the note taker for exchanging notes, the instructor can introduce the student to the note taker in a setting that will insure the confidentiality of the student. Together, the student and note taker will decide upon a time and place to exchange the notes.

Assessment / Exam Modification and Alternate Testing Environment

Accommodations involving assessment / exam modifications include, but are not limited to, extended test-taking time, use of assistive technology, minimal distraction testing environment, oral examinations, use of readers, and the use of scribes. If an instructor is unable to provide assessment / exam accommodations, the ADA coordinator may assist.

An alternate testing environment is defined as a room with as little auditory and visual distraction as possible. East Central Community College does not have a centralized testing site for students who require an alternate environment for test taking; the instructor or ADA coordinator may designate a space in which alternative test taking may take place such as the instructor's office, a small study room within the Success Center, or a meeting space in which live instruction or presentation is not taking place.

The student must work closely with the instructor to arrange accommodation. As with all accommodation, the student should give the instructor timely notice of the need for an alternate testing environment.

Do not wait until the day of the exam window to notify the instructor of the need for this accommodation. Without enough notice, there is no guarantee of an alternate testing site.

The ADA coordinator will provide a limited testing site **ONLY** for those students approved for the following testing accommodations: scribe, reader, assistive/adaptive technologies. If approved for one of these accommodations, it will be necessary for the student to work closely with instructors and this office to make testing arrangements. The student will be required to contact this office in advance of all test dates to reserve a space in the testing area and request a service provider.

Please be aware that we have limited space and limited-service providers. Because of this, it is important to make arrangements as early as possible.

1. It is recommended that students contact the ADA coordinator's office at least five working days prior to the exam window opening date.
2. Schedule the exam at the same time (and date) as the class exam if possible.
3. Remind the instructor that the student will take the exam through DSS for each exam taken at ECCC.

If a student misses a scheduled exam, he/she must contact the instructor who may request the student provide proof, such as written documentation from an appropriate professional, of extenuating circumstances that prevented, or will prevent, the student from taking the exam.

ECCC reserves the right to contact the professional to verify the extenuating circumstances and make a judgment as to whether the exam may be rescheduled with the ADA coordinator.

Extended Time on Exams

East Central Community College does not provide unlimited time for exams as accommodation. Time-and-a-half is the standard amount of time allowed on exams for students who receive this accommodation. For example, if a class is allowed an hour to take an exam, the student will be allowed an hour and a half.

If a student is approved for this accommodation and believes that additional time (more than the time-and-a-half) may be beneficial the student should discuss this with the instructor. Instructors cannot give the student less than time-and-a-half, but they can give the student more time should the individual instructor choose to do so.

If extended time on an exam will cause a time conflict with another class, it is the student's responsibility to speak with both instructors to resolve the conflict. **Instructors are not required to change the date and time of an exam.**

Readers

Staff/Professional Staff of the College are selected by the ADA coordinator's office to serve as a reader. The role of a reader is to read to or for a student, not to tutor the student. Students requiring readers must provide DSS with advance notice of their need for readers. The ADA coordinator does not guarantee the ability to locate a reader without sufficient advance notice.

Alternate Format of Books, Information, and Reading Materials

Students requiring alternate format to access books, literature, and information must inform the ADA coordinator in advance of their need, as the College requires a reasonable amount of time to obtain or convert the information into a usable form.

Many textbooks are available digitally or another format through the Book Recording for the Blind and Dyslexic (RFB&D) or textbook publishers. Students who use alternate formats of textbooks or reading materials should pre-register for classes and inform the ADA coordinator of

their schedule. Students receiving notes from a note taker that will require conversion into an alternate format should inform the ADA coordinator of this need.

Assistive Computer Technology

The ADA coordinator's office has limited adaptive technologies and software. Therefore, students requiring assistive computer and/or adaptive computer technology should notify DSS in a timely manner. This practice will allow the ADA Coordinator to arrange for the equipment needed to be available to assist the student in the completion of his/her academic tasks. Only those students registered with the ADA office may use the technology resources.

Assistance with Registration

The ADA coordinator may aid with course registration for students whose disability prevents them from registering. Students requiring assistance with registration must seek advisement then make an appointment with DSS prior to registration. Students should not wait until the day of registration to request assistance. Due to time constraints and workload, assistance may not be possible. The ADA coordinator cannot assign accommodations until the student is registered for classes.

Depending on the availability of service providers, it may take several weeks to implement certain accommodations. It is in the student's best interest to register at the earliest opportunity. It will be necessary for the student to meet with an academic advisor before registration. As previously mentioned, the ADA coordinator does not provide academic advising for students with disabilities.

Students with disabilities are subject to the same process for scheduling advisor appointments as are all other students. If the student waits too long to make appointments, the advisor may not be able to see the student until after registration begins. It is the student's responsibility to make appointments with his/her advisor early enough to benefit from timely registration.

Assistance in Completing Applications for Nonstandard Testing Conditions

The ADA coordinator can assist students who are registered with this office in completing applications for nonstandard test conditions for standardized exams. To receive this assistance, the student must make the request in a timely manner. Students should call the ADA coordinator to schedule an appointment with the coordinator to review and complete the application.

The process of preparing applications can take some time. The ADA coordinator cannot help a student if the student fails to meet the application deadline. Students should not expect to be eligible for accommodation for standardized exams even if they receive the requested accommodation during the time that they were served by the ADA coordinator.

Transportation

Transportation is not a College accommodation mandated under 504/ADA unless it is provided to all students. ECCC does not provide transportation for all students. As such, transportation to, from, and around campus is a personal responsibility. Students are responsible for arranging for personal mobility needs. In the event of an emergency, assistance may be provided by the Campus Police.

Students with mobility needs are encouraged to visit the campus before classes begin to assess their ability to move across campus. In some instances, students may need to explore the option of acquiring a motorized chair, or scooter, or arranging for personal care attendant to assist them at their own personal expense. Students with mobility needs are also encouraged to schedule their back-to-back classes in buildings located near each other or to schedule free periods between classes to allow time to travel to the next class.

Handicap Parking

Students requiring the use of handicap parking spaces must have a visible, official placard or tag displayed correctly within the method of transportation being operated and parked in a handicap parking space. Vehicles displaying this valid placard or tag correctly will be allowed to use any campus handicap parking space or legal parking space, excluding fire lanes, no parking zones, reserved areas, services zones, and in an area that would block handicap curb cuts. Any vehicle operator who uses campus handicap parking spaces without a valid, visible handicap placard or tag are at risk for receiving a parking ticket and/or having their vehicle towed.

Accessible Furniture

Accessible furniture, including adjustable tables and desks, should be specifically requested through the ADA coordinator by the student needing this accommodation. All requests should be made to the ADA coordinator in advance, with students informing DSS of the classroom location and meeting times. Students must make this request each semester and should inform the ADA coordinator of any changes in their schedules or in the location of their classes.

Course Substitutions and Waivers

Requests for course waivers are not granted as accommodations for students' disabilities. However, requests for course substitutions will be forwarded to the appropriate Vice President, Department Chair, or Director provided that the documentation of the student's disability supports such a request. The ADA coordinator can only support the student's request for a course substitution, it cannot be mandated. The decision to substitute a course is made by a Vice-President, Department Chair or Director, not the ADA coordinator. Substitutions cannot be made for courses in the College's curriculum as listed in the College Catalog. East Central Community College considers these courses essential to any college degree.

Extended Absences

At ECCC, course attendance policies are stated on the course syllabi in accordance with the College's attendance policy (see ECCC College Catalog). However, extended absences may be granted on a case-by-case basis. Even with extended absences, all course requirements must be met.

Delaying Due Dates

Requests for delaying due dates for course projects or papers will be evaluated on a case-by-case basis and only if the disability warrants the accommodation. However, there is no guarantee that due dates can be delayed.

For consideration of such a request, students may be asked to obtain written information from a qualified health care provider supporting the request. In considering the request for delaying a paper or project due date, input from the instructor and/or head of the department is considered. When flexibility is given, it is done in a reasonable manner with a limit on the time extension granted.

VIII. *ADDITIONAL SERVICES AND POLICIES*

Medical Emergency Response Procedure for Students with Disabilities

It is the student's responsibility to notify the ADA coordinator of medical conditions that might result in an emergency. Medical conditions that would require notification include, but are not limited to, seizure disorders, heart disease, abnormal heart rhythms, diabetes, hypoglycemia, cardiomyopathy, asthma, other breathing disorders, fainting spells, blackouts, chronic fatigue syndrome, severe arthritis, and head injury. Students with any medical condition that may cause an emergency should inform the ADA coordinator to ensure proper care.

If a medical emergency should occur while a student is on campus, 911 should be called and an ambulance requested. The student may be transported to an emergency room. The student has the right to refuse transport and care. Prior notification to staff at DSS and professors will assist with observance of the student's wishes. Medical emergencies will require relocating students to a safe environment such as moving the student out of classrooms, cafeterias, etc.

The ADA Coordinator and Campus Police are not medical personnel. Therefore, 911 will be called for the student to receive appropriate medical attention. The ADA coordinator should be notified for support of the student, which includes notifying family/friends of an emergency, providing health information if the student were unable to do so, and serving as a liaison with faculty following an emergency.

Housing & Residence Life

Physically accessible housing facilities for students with disabilities are available at East Central Community College. A student with special needs for housing should identify and request these needs on their housing application.

Applications for campus housing are processed by date of receipt of the housing application. Submission of a housing application does not guarantee on-campus housing. Room/housing assignments are assigned based on the order in which the applications are received.

ECCC Food Services

The ADA coordinator will notify the contracted provider for food services to coordinate accommodations and special nutrition services for students with disabilities when necessary.

IX. *CAMPUS ACCESSIBILITY AND SAFETY*

To ensure physical accessibility, ECCC strives to fully comply with the Americans with Disabilities Accessibility Guidelines (ADAG) for buildings and facilities. Students should report ADA accessibility problems to the ADA coordinator.

Elevators

Students who are dependent on elevators may wish to request with their advisor that their registered classes be held on the first floor of a building when available. This request should be made to DSS at pre-registration to ensure ample time for review of classroom location and course scheduling. Students should not allow themselves to be carried up or down stairs by faculty or other students. If a student cannot get to class because of a non-working elevator, he/she may request that the class be moved until such a time the elevator is in working order.

If an elevator is out of service, students dependent on elevators should never try to walk up the stairs. Students who miss a class may request alternate means of obtaining class content and materials. This request may include a recording of class lectures, copies of faculty member's notes and class notes, or individual makeup sessions with the faculty member. Students should immediately report a faulty elevator to college faculty or staff.

Construction

If a student is having difficulty traveling a route or accessing a building because of construction, he/she should call DSS for assistance. Students should also report accessibility or travel hazards to the ADA coordinator.

Service Animals

Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be related to the person's disability. Under the ADA, the dog must already be trained before it can be brought to campus.

Service animals are allowed in all campus buildings and in all classrooms. If an environment poses a threat to the service animal (i.e., some science labs, medical technology labs, etc.), the student should contact the ADA coordinator to seek alternative accommodations. Ongoing use of a service animal should be reported to DSS.

While ADA does not require service animals to wear a vest, ID tag, or specific harness, ECCC respectfully requests (but does not require) that the student provide some form of identification to be used for the service animal solely for the purpose of identification should a situation arise in which the student is not able to identify the service animal.

If the student is not able to care for the service animal, the student can make personal arrangements for another person to come and provide these services as it is always preferable that the service animal and the student is not separated. If the student is unable to care for the service animal and is unable to arrange for someone else to care for the service animal, ECCC will make every reasonable attempt to contact the student's emergency point of contact. If no contact is made, ECCC may place the service animal in a boarding facility until the student is able

to resume care for the service animal or make other appropriate arrangements. However, ECCC will give the student the opportunity to plan for the animal's care before taking such steps.

If a student has a seizure service animal, he/she should inform the ADA coordinator, instructors, and campus police of the animal's typical responses and reactions to the student and others when a seizure occurs.

“Emotional support, therapy, comfort, or companion animals” are not considered service animals as these terms are used to describe animals that provide comfort just by being with a person. Because these animals have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA and are not permitted on campus.

X. *STUDENT COMPLAINT/GRIEVANCE PROCESS*

Please see the ECCC College Catalog which is available on ECCC's website or in the Dean for Student Service's office for most recent policies. Students have the right to file complaints with the Office of Civil Rights (OCR); however, OCR will not investigate a complaint until the College's internal grievance procedure is complete. Students should contact the following: Compliance Office East Central Community College P.O. Box 129 Decatur, MS 39327 (601) 635-6323 or compliance@eccc.edu. To obtain an application or any other forms, please go to the Office of the ADA coordinator.

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College.

Inquiries regarding compliance with Title VI and ADEA are coordinated by:

Executive Vice President
Walter Arno Vincent Administration Building
Room 171
Post Office Box 129, Decatur, MS 39327
Phone: 601-635-6202
Fax: 601-635-4011
Email: compliance@eccc.edu

Inquiries regarding compliance with Title IX and Section 504 are coordinated by:

Dean of Student Services
Campus Police Building
Post Office Box 129
Decatur, MS 39327
Phone: 601-635-6267
Fax: 601-635-4067
Email: compliance@eccc.edu

Inquiries regarding compliance with ADA are coordinated by:

Director of Student Success
Mamie Ethel Burton Memorial Library
Post Office Box 129
Decatur, MS 39327
Phone: 601-635-6228
Fax: 601-635-2150
Email: compliance@eccc.edu

East Central Community College Disability Support Services (DSS) Intake Application

Fill out information (type or print), print out the form, and sign/date as indicated to be submitted to the ECCC DSS Coordinator or to the appropriate campus academic/career-technical counselor.

DATE: SEMESTER/YEAR: Fall Spring Summer **Year:** _____

PERSONAL INFORMATION:

Student Name: _____ Student ID: _____

Email: _____ DOB: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact's Name: _____

Emergency Contact's Phone Number: _____

DISABILITY INFORMATION (Check all categories that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Specific Learning Disability | <input type="checkbox"/> Mobility |
| <input type="checkbox"/> Visual | <input type="checkbox"/> Psychological |
| <input type="checkbox"/> Neurological | <input type="checkbox"/> DD/ ADHD |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Auditory |
| <input type="checkbox"/> Chronic Illness | <input type="checkbox"/> Physical |

Specific Diagnosis(es): _____

Specific Accommodations Requested: _____

Type of Document Submitted: _____

Date Submitted: _____

ACADEMIC INFORMATION:

Major:

Classification: ___ first-year student *or* ___ returning student

VERIFICATION INFORMATION:

I give permission to Disability Support Services to contact my parents and/or legal guardians and my diagnosing healthcare professional in their attempt to verify my eligibility for academic accommodations. I understand that this permission extends to the verification process only.

Student Signature

Date

East Central Community College

Disability Support Services (DSS) Intake Application

Fill out information (type or print), print out the form, and sign/date as indicated to be submitted to the ECCC DSS Coordinator or to the appropriate campus academic/career-technical counselor.

RELEASE OF RECORDS INFORMATION:

I hereby authorize East Central Community College's Disability Support Services to communicate with the following: *(Please check all that apply and provide specific exclusions, if any.)*

Parents

List exclusions:

ECCC Faculty/Staff, On-Campus Services (i.e., Residence Life, etc.)

List exclusions:

Off-Campus Services (i.e., Professionals, Schools, Vocational Rehab., etc.)

List exclusions:

Communication as denoted above may include obtaining and/or releasing student's historical and/or current information regarding assessment, diagnosis, needs, recommendations, treatment, prior services, academic records, performance, or information that may relate to accommodating student's needs on the indicated ECCC campus. This consent form will be valid until revoked by student.

A photocopy of the original consent form shall be as valid as the original consent form.

Signature _____ Date: _____

DISCLOSURE INFORMATION:

By completing and signing this intake application and consent form, you are voluntarily disclosing a disorder and requesting accommodations. You understand that disclosure of your disorder at this time does not necessarily confirm your eligibility status for services or accommodations. You also understand that the length of the verification process will depend upon the appropriateness of the document you have submitted. In addition, you understand that all information submitted to this office is to be completely confidential and used only for this institution's commitment and obligation to students with disabilities.

By signing below, you confirm that you have read and understand this document.

Student Signature

Date

DSS Staff Signature

Date

Date Application Received _____

Permission to Release Confidential Information

The purpose of this form is to obtain permission for the Disability Support Services Office to release information to faculty and staff at East Central Community College (ECCC) and related agencies such as Mississippi Department of Vocational Rehabilitation that are involved in your education. It is your legal right to say, "No"; however, for ECCC to provide the best possible learning environment and accommodations for your needs, the Disability Support Services Office needs your permission to speak with a third party when necessary.

I grant permission for the Disability Support Services Office to share relevant information with my instructors and support staff.

Student Signature

Date

Services provided at East Central Community College will not necessarily be provided at another college or state or state and nationally certified exams.

Documentation received by the Disability Support Services Office (DSS) will not be forwarded to another institution or agency. When you provide documentation, a copy of the documentation will be made and given to you unless otherwise specified from the agency providing the documentation.

Documentation requirements are different from one college to another. Each college establishes policies and procedures. It is your responsibility to determine what documentation is needed to be approved for accommodations at another college or any state or national exam you may be required to take as part of licensure.

I understand the information above and understand the accommodations I receive at ECCC are not necessarily going to be granted to me at another college or exam.

Student Signature

Date

Disability Support Services

Individual Emergency Plan

Complete the following information and please print neatly.

Name: _____

Student ID: _____

Cell Phone Number: _____

1. Disability: Briefly describe your disability.

2. Emergency Information: Describe the most appropriate way to assist you in an emergency.

3. Warning: list actions that individuals trying to assist you should not attempt: _____

4. Emergency Situations: List appropriate actions for assistance in the event you have a personal situation such as, seizures, blackouts, anxiety attacks, and/or another situation that you may require emergency assistance: _____

5. Who would you like for East Central Community College to call in case of an emergency?

Name: _____

Relationship to you: _____

Cell Phone number: _____

Other Contact Number: _____

What hospital do you use: _____

Who is your primary physician: _____

List medications you are currently taking: _____

Recorder Accommodation Agreement

- I understand that as a student enrolled at East Central Community College who has a disability that affects my ability to take or read notes, I have the right to record my class lectures for my personal use only. _____
- I realize that lectures recorded for this reason may not be shared with other people without the written consent of the lecturer. _____
- I understand that recorded lectures may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are recorded as part of the class activity. _____
- I agree to abide by these guidelines regarding lectures I record while enrolled as a student at the institution. _____
- I understand that the use of a smart pen in class is considered to be a recorder. _____

Initial each statement and sign below:

Student Name: _____ Date: _____

Signature of ADA Representative: _____ Date: _____

Student Exam Agreement

Student Name: _____ Student ID: _____

Date: _____

To schedule an exam with DSS office, I understand that I must:

- Sign up via at least two days prior to the test, preferably sooner, if possible, to set up a time to take the test. If you do not schedule a time to take the test with the proctor prior to coming to take the test, you may not be able to take it at that time. Sign up via one of the provided methods from DSS staff.
- Schedule the exam at the same time and date as the class exam, if possible. Most exams must be taken the same day the other students take the exam. If you fail to take the test in this period, the test will be returned to the instructor, and the student will have to get permission from the instructor to take the test late.
- Complete an exam once it has started.
- It is the student's responsibility to make sure he/she has enough time to complete the test before his/her next class. **The DSS office cannot excuse you from a class because you are testing.**
- Complete the exam before class meets again.
- Leave all personal belongings, purses, book bags, cell phones, or food outside the testing room unless specified on the Instructors Testing Instructions Form. If the ADA coordinator suspects academic dishonesty during an exam, it will be investigated immediately. All testers are monitored through observation and the use of cameras to ensure that cheating does not occur.
- Arrive prior to the start time for the exam appointment. Any student arriving late or not showing up at all are held accountable to the College's tardy and absence policy as stated in the College Catalog.
 - Students arriving late for their scheduled exam appointment time will not be granted the missed time to test and will only have the remaining, scheduled time left to complete the exam. *For example, if a student scheduled to test from 9 a.m. to 11:30 a.m. arrives at 9:30 a.m., the student will not be provided with the additional 30 minutes missed due to arriving late.*
 - Students not showing up for their scheduled exam appointment will not be permitted to reschedule and must contact their instructor to discuss what, if any, options are available. DSS staff will not schedule or administer a make-up exam in which a student did not show up for the initial appointment time without explicit communication and approval to do so from the instructor of the course.

Student Signature

Staff Signature

** A copy of this form will be kept in the student's file in the ADA coordinator's office. The student will be given a copy of this form and be encouraged to keep it for their records and to refer to when scheduling tests.