

Student Responsibilities

*Check off each responsibility
when completed.*

- 1. Apply for Admission**
to the college you plan to attend.
- 2. Register with the Disability Office**
if you will need any accommodations. It is the student's responsibility to **provide professional documentation** of his or her disability. The disability services staff will be able to tell you what types of documentation are required and will determine accommodations.
- 3. Self Advocate.**
Meet your instructors and tell them about your educational needs and the accommodations provided by the disability services office.
- 4. Meet Academic and Conduct Standards.**
Students with disabilities do not receive special treatment and must meet the essential requirements of a class or program.

Adapted from information developed by:
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**This brochure is available in alternate
formats upon request.**

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NORMANDALE
COMMUNITY COLLEGE

Accommodations, Rights & Responsibilities of Students with Disabilities

A short guide to knowing and
understanding the law and
accommodations in the college
setting.



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Student Rights

In college, **you are responsible** to make sure that your needs are met. Two federal laws can assist you in reaching your goals as a student; they include the **Americans with Disabilities Act (1991, 2008)** and **Section 504 of the Rehabilitation Act**. These laws provide students with the following rights:

- The right to equal access to postsecondary education;
- The right of non-discrimination;
- The right to participate in and enjoy the benefits of your school;
- The right to an accessible education;
- The right to an appropriate accommodation;
- The right to have information about your disability kept private.

Understanding the laws can assist you in achieving success as a student. Many web sites can help you learn more about how these laws relate to you including: www.pacer.org/pride/504.htm

In addition, Minnesota has human rights laws which prohibit discrimination and require equal access for people with disabilities.

Please realize that the laws do not require a school to lower its academic standards, nor will schools change the rules to make it easier for you than other students. You still will be required to meet the essential components of your course work as well as meet relevant academic and conduct standards to receive protection under the law.

Accommodations

Postsecondary accommodations are available to provide you with an equal opportunity to participate in and enjoy the benefits of your education. Accommodations may include:

- Extra time or a quiet place for tests
- Note taker or lecture notes
- Audio books
- Sign language interpreters
- Other accommodations that are reasonable and provide equal access to the school's programs, services, & activities.

Disclosure

If you think you will need any accommodations because of your disability, you must disclose that you have a disability by requesting accommodations from the disability services office at your college. You may also be required to provide documentation that supports the accommodations you are requesting. Each school has its own procedure to arrange accommodations, and it is your responsibility to follow this procedure.

Documentation Requirements

Students who received special education services while in high school will generally find that providing the most recent evaluation report and the last IEP will be sufficient documentation for college accommodations.

If you did not receive special education services in high school, documentation may include a report from a licensed psychologist, disability specialist or medical doctor that would provide the following information:

ADHD documentation should include referral concerns, evidence of an early and current impairment, information relevant to testing, and a diagnosis, as well as a clinical

interpretation and a rationale for the recommended accommodations.

A treating physician's, therapist's, or psychologist's report should be provided for those with a **psychological disability**. This document should include the diagnosis or impairment, when the diagnosis was made, when the student was last seen, if the student is still receiving care, the length and severity of the impairment, functional limitations, and recommendations for accommodations in the college environment.

For **other health impairments**, documentation should include a physician's report stating the diagnosis or impairment, when it was made, if the patient is still being seen and when, the length and severity of the impairment, the functional limitations, and recommendations for college accommodations.

Finally, understand that your school must provide appropriate classroom accommodations at no cost to you.

Accommodations the college will NOT provide:

- Personal devices or personal care attendants
- Accommodations for personal use
- Assistance with homework
- Accommodations which fundamentally alter a school program, or that are unduly burdensome, administratively or financially
- Transportation
- Tutoring other than what is provided to all students
- Accommodations that are unreasonable