

Gadsden

**NOTE:** This Handbook is intended to be used as a supplement to the Challenge Accepted Booklet. Both the handbook and the booklet are available in print form and on the Gadsden State website via the Disability Services and Resources link under Future Students, Current Students and International Students.

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## Legal Requirements

- x The Americans with Disabilities Act (ADA), Title II and Section 504 prohibit discrimination on the basis of disability in education and public accommodations.
- x There must be equal access to all facilities, programs, services, and activities of the college.
- x The college is NOT covered under the Individuals with Disabilities Education Act (IDEA) which applies to K-12 institutions and requires individualized education plans (IEPs). There is no Special Education in College.

**What Is a Disability as Defined by the ADA?**

the student.

6. Requests for accommodations must be made with the Office of Disability Services each term of enrollment.

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4. The DSR Office completes an Academic Modifications and Adjustments form, which outlines the proposed allowable accommodations. The form is emailed to the student's instructors and the student is copied on the email.
5. Once the email is distributed, the student should contact each instructor to discuss the accommodations and ensure that they are mutually understood.





front of each building on campus. The College recognizes permits issued by the state for the use of these areas and may authorize temporary parking passes for students with temporary medical conditions. For more information, contact the ADA Coordinator.

- x **TTY / TDD Location** - SS Office at Ayers Campus, 256.832.1234

### **Testing Accommodations:**

- x **Extended Time** - Testing accommodations may include extended time (1.5x or 2x)
- x **Isolated Testing Area / Reduced- distraction testing environment**
- x **Recorded or Orally administered tests** (including reading and/or software)
- x **Scribes**

Students should discuss testing accommodations with their instructors at the beginning of each semester. Testing accommodations procedures vary from campus to campus. The procedures are discussed in the intake meeting. Any student with questions about testing accommodations should contact the ADA Coordinator.

As long as the student's required accommodations can be met (e.g. extended time, reduced-distractions), the preferred method is for the student to be accommodated by the instructor or at least within the department. The DSR Office acts as an extension of the academic area by proctoring tests when neither the instructor nor the department is able to provide the accommodations. It is the student's responsibility to make arrangements with the instructor and DSR (if applicable) prior to the exam date. DSR will determine the alternate testing sites. These sites may include: the DSR testing room, Student Support Services (TRIO), the GSCC Testing Center or, at times, Media Services.

Specific details are worked out between the student and his or her test proctor. The test proctor will communicate with the instructor in order to ensure that the accommodations are provided efficiently and in accordance with the teacher's requirements for test administration.

## Classroom Accommodations:

- x **Classroom Accessibility** - Students with mobility or physical impairments that hinder their ability to navigate to class will receive assistance in order to coordinate their classroom locations to accessible spaces.
- x **Alternate Formats for Assignments** - In many cases, assignments may be submitted in formats other than those stated in course requirements (i.e., recorded rather than written or typed, and typed rather than hand written).
- x **Extended Time on Assignments** - Some students with disabilities may be approved for an accommodation of modified attendance and/or deadlines due to a disability-related need, which may require the development of a Modified Attendance & Deadline Agreement for a student in a specific course. Generally, these students have disabilities, which are chronic or episodic in nature which may cause difficulties with regular class attendance and completing work. This might include, but is not limited to, students with diabetes, epilepsy, cancer, mental health disabilities, migraines and conditions requiring on-going or specialized medical treatment.
- x **Recorders / Note takers** - Students may be permitted to record class lectures or be assigned a peer note taker as a reasonable accommodation. The peer note taker is normally a volunteer that is identified by the instructor. The note taker delivers the notes to a predetermined office for the student to pick up. The identity of the student is confidential.
- x **Sign Language Interpreters / CART Captionists** - Gadsden State will provide qualified sign language interpreters and CART captionists for deaf or hearing-impaired students. For a complete copy of the Policies and Procedures concerning SLI and CART please see the DSR Webpage.
- x **Readers / Scribes** - Text-to-Speech software such as Text-Aloud is commonly used to provide reading accommodations for exams. However, when appropriate, the College will also provide readers and scribes.
- x **Adaptive Technology** – The College provides adaptive technology, free of charge, for students with disabilities unless to do so would prove an undue burden, remove one or more of the essential functions of the class or program, or lower the academic standards of the college. Students may be permitted to use calculators (restrictions apply), word processors, closed circuit televisions (CCTVs), electronic dictionaries, and spell checkers for in- class work. FM Systems are available for loan to students with hearing impairments in order to facilitate classroom communication with instructors and classmates. An Amplified Stethoscope is available for students with hearing impairments who can't hear standard stethoscopes. For students who qualify, the

- o Calculators (restrictions apply)
- o TextAloud text-to-speech software
- o FM Systems (for use by hearing-impaired students)
- o Sign Language Interpreters and CART Captionists
- o Readers, Scribes and Note takers
- o Large print copies of syllabi, tests and handouts
- o Amplified Stethoscope
- o Closed-Circuit Televisions (CCTVs, stationary)

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## Commonly Asked Questions

**Q: May colleges deny services if a student refused to document his or her disability?**

A: Yes. A college has no obligation to provide services to a student who refused to provide documentation of his or her disability.

**Q: Can a college be held liable under the ADA if it is unaware of a student's disability?**

A: No. The college's obligation to provide a reasonable accommodation applies only to known disabilities.

**Q: Does an institution have any obligation to lower its ADMISSIONS standards for individuals with disabilities?**

A: No. An applicant's disability should play no part in an admission decision and the institution has no obligation to lower its admissions standards to admit an applicant with a disability.

**Q: What is the scope of the college's obligation to provide auxiliary aids or**

**services (e.g., sign language interpreters, captioning, Braille, large print, audio recording, etc.) to students with disabilities?**

**Q: Does an institution's obligation extend to providing accommodations during a test during a test?**  
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