

from an appropriate mental health professional, testing agency or medical physician. It is the student's responsibility to provide documentation of his/her disability. The student is responsible for any cost related to obtaining the appropriate documentation to support his/her need for reasonable accommodations.

Reasonable Accommodations

In providing reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory. Once the student presents the proper documentation to the ADA Coordinator and is certified to receive reasonable accommodations, the ADA Coordinator will complete a Disability Certification form, which lists the reasonable accommodations to be provided. After registering for classes each semester, the student will schedule a meeting with the ADA Coordinator. The Disability Certification form will be reviewed, and the ADA Coordinator will complete a Reasonable Accommodation form for each class to give to the student. It will be the responsibility of the student to present these forms to his/her instructors, preferably within the first week of class, so that accommodations may be provided as early as possible. Reasonable accommodations are not retroactive, thus it is important that students meet with the ADA Coordinator and provide documentation of any disabilities as soon as possible.

Steps to Receiving Reasonable Accommodations

In order to receive accommodations at the College, students should follow the procedures listed below.

1. The student must schedule an appointment to meet with the ADA Coordinator on the campus where he/she is registered to discuss his/her need for reasonable accommodations.
2. During the appointment, the student will complete the Request for Services Application/Intake form.
3. During (or after) the appointment, the student must provide proper documentation of his/her

6. The student should present the Reasonable Accommodation form(s) to the instructor(s) during the first week of class. After the instructor signs the form, the student must return the form to the ADA Coordinator who will copy the form and provide a copy to the instructor.

7. Steps 5 and 6 will be repeated for each new term of enrollment with Central Alabama Community College.

If a student has a concern regarding reasonable accommodations and services received at the College, the student should contact the ADA Coordinator on the campus where the student is enrolled in classes.

Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504)(as amended) and the Americans with Disability Act of 1990 (as amended) state that qualified students with disabilities who meet the technical and academic standards for colleges, universities, and institutions may be entitled to reasonable accommodations. A person with a disability is defined by the ADA as an individual who has a physical or mental impairment which substantially limits one or more major life activities (such as caring for oneself, talking, seeing, hearing, reading, thinking and learning); a record of such an impairment; or is regarded as having such an impairment. Central Alabama Community College does NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation and to request accommodations. Appropriate documentation is defined as that which meets the following criteria:

Health Condition, Mobility, Hearing, Speech, or Visual Impairment

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (as appropriate), including:

1. Clearly stated diagnosis ruling out alternative explanations and diagnosis;
2. Defined levels of functioning and any limitations;
3. Current treatment and medication;
4. Current letter/report (within the past twelve months), dated, and signed by the treating physician or specialist.

Psychological Disorder

A letter or report from mental health professional (psychologist, neuropsychologist, licensed professional counselor), which includes:

– Students with Psychiatric Disabilities <http://www.bestcolleges.com/resources/college-planning-with-psychiatric-disabilities/>

Each guide includes an outline of student rights, strategies for success, a listing of assistive technologies, and a curated list of scholarships.

Please take a look at the collection of guides for students with disabilities <http://www.bestcolleges.com/resources/#disability>

BestColleges.com partners with HigherEducation.com to provide students with direct connections to schools and programs suiting their educational goals.