

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE
DISABILITY SERVICES
3421 MERIDIAN STREET , NORTH • H UNTSVILLE , AL 35811
P: 256.551.5212 • F: 256.551.5217

AUTHORIZATION FOR RELEASE OF INFORMATION

I give permission to The Counseling-Disability Services Office to discuss my disability and accommodation needs with J.F. Drake State Community & Technical College's faculty and /or staff.

I understand that I may revoke my consent at any time by informing Counseling-Disability Services in writing, or if I am physically unable by oral permission.

Yes

No

I authorize the Student Disability Services/ADA office to discuss/release the following forms or information to the following people. (Please print full names and relationships):

Name:

Name:

Name:

Student Name (Print):

Student Signature:

Date:

GUIDELINES FOR DOCUMENTATION

To register for Accommodations with The Office of Counseling-Disability Services, students are required to provide diagnostic documentation from a licensed clinical professional familiar with the history and functional implications of their respective disabilities. It is not acceptable for such documentation to include a diagnosis or testing performed by a member of the student's family. It is the student's responsibility to provide appropriate documentation of disability to The Office of Counseling-Disability Services and request a letter of accommodation.

Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and must clearly substantiate the need for all of the student's specific accommodation requests. All documentation must be submitted on official letterhead from the professional diagnosing the disability. The report should be in narrative form, typed, dated and signed and include the name, title, and professional credentials of the evaluator to include information about licensure and certification.

If the original documentation is incomplete or inadequate in determining the extent of the disability or reasonable accommodation, the college may require additional documentation.

Any cost incurred in obtaining additional documentation when original records are insufficient to meet disability reasonable accommodation need is the responsibility of the student. In the event the college desires a professional second opinion, J.F. Drake State Community & Technical College will incur the costs. Students requesting accommodations for multiple disabilities must provide documentation of each condition.

Please note: a High School IEP or a 504 plan is insufficient in documenting a disability. A history of accommodations does not automatically warrant the provision of similar accommodations at J.F. Drake State Community & Technical College. The final determination of eligibility for services rests with the institution. The Counselor shall make appropriate determination of accommodations for students based on the documentation provided. Authority to make such decisions on the college's behalf has been assigned by the chancellor to the College Counselor.

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:

- ✓ Clearly stated diagnosis
- ✓ Defined levels of functioning and any limitations
- ✓ Current treatment and medication
- ✓ Current letter/report (within 1 year), dated and signed
- ✓ Specific recommendations for accommodations within the context of the college environment.

Psychological Disorder

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

- ✓ Clearly stated diagnosis (DSM-IV criteria)
- ✓ Defined levels of functioning and any limitations
- ✓ Supporting documentation (i.e. test data, history, observation, etc.)
- ✓ Current treatment and medication
- ✓ Current letter/report (within 1 year), dated and signed
- ✓ Specific recommendations for accommodations within the context of the college environment

GUIDELINES FOR DOCUMENTATION CONTINUED

Traumatic Brain Injury (TBI)

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

- ✓ Assessment of cognitive abilities, including processing speed and memory
- ✓ Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities)
- ✓ Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.)
- ✓ Current treatment and medication
- ✓ Current letter/report (post-rehabilitation and within 1 year), dated and signed
- ✓ Specific recommendations for accommodations within the context of the college environment.

Learning Disabilities (LD)

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

- ✓ Clear statement of presenting problem; diagnostic interview
- ✓ Educational history documenting the impact of the learning disability
- ✓ Alternative explanations and diagnoses are ruled out
- ✓ Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho educational battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive processing Battery to substantiate any processing problems
- ✓ Clearly stated diagnosis of a learning disability based upon DSM-IV criteria
- ✓ Defined levels of functioning and any limitations, supported by evaluation data
- ✓ Current report (within 3 years of enrollment date), dated and signed
- ✓ Specific recommendations for accommodations within the context of the college environment.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

- ✓ Clear statement of presenting problem; diagnostic interview
- ✓ Evidence of early and current impairment in at least two different environments (comprehensive history)
- ✓ Alternative explanations and diagnoses are ruled out
- ✓ Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho educational battery-Revised, including Written Language; (c) Behavioral Assessment instruments for ADD/ADHD normed on adults
- ✓ Clearly stated diagnosis of ADD or ADHD based upon DSM-IV criteria
- ✓ Defined levels of functioning and any limitations, supported by evaluation data
- ✓ Current report (within 3 years of enrollment date), dated and signed
- ✓ Specific recommendations for accommodations within the context of the college environment.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

SERVICES

Proctoring Services

Proctoring services determined on an individualized basis may include but are not limited to:

1. extended time to complete examinations and quizzes
2. a testing location free from distractions
3. special equipment or assistance such as a word processor, readers, or scribes
4. alternative formats such as oral or taped tests

Reading Services

Students requiring textbooks on tape are strongly encouraged to apply to **Recordings for the Blind and Dyslexic (RFB&D)**. For other alternatives, see the Adaptive Technology section in the Counseling Services Manual.

Note-Taking Services

Note takers are students who volunteer to have their class notes for a course photo-copied. The copied notes are then available for the student in a designated folder. Other forms of Note-Taking Services consist of the following:

1. Guided notes (outlines provided by the instructor)
2. Instructor lecture notes
3. Audio recordings (use of a recording device)

Classroom Adjustments

Adjustments may be made in a classroom to accommodate students with physical impairments. These adjustments may include, but are not limited to:

1. tables and chairs
2. special chairs in the classroom
3. sign language interpreter

Adaptive Technology

The college provides computer software, hardware, and other assistive devices to qualified students. This technology is updated frequently.

Note: The ADA Amendments Act (ADAAA), has a specific statement that it does not change the obligation to reasonably modify policies, practices or procedures unless there is a fundamental alteration of the nature of the goods, services, privileges, advantages, etc. that are provided. This includes academic requirements in post-secondary institutions such as substitution of courses to meet degree requirements, length of time permitted to complete degree requirements, or adaptation of manner in which particular courses are conducted.

Discrimination Policy

It is the official policy of J.F. Drake State Community & Technical College that no person shall be denied employment, excluded from partaking in, be denied benefits of, or subjected to discrimination in any program activity, or employment on the basis of gender, race, color, disability, religion, and national origin, age, or ethnic group.

DISABILITY SERVICES APPLICATION FOR ACADEMIC ACCOMMODATIONS

Students must complete this application and provide proper documentation of a disability before accommodations are granted. Documentation guidelines are available on the following page.

Return the completed application along with documentation to The Office of Counseling-Disability Services.

All documentation will be reviewed by The Office of Counseling-Disability Services.

An appointment will be scheduled within approximately 7-10 business days after the application and documentation have been reviewed by The Office of Counseling-Disability Services.

Memorandums are sent to designated faculty and or staff members regarding the accommodations.

All requested accommodations must be supported by appropriate documentation.

Accommodations should be requested from The Office of Counseling-Disability Services before the beginning of each semester or within the first week of classes.

**Office of Counseling-Disability Services
Building 700 Room 706
J.F. Drake State Community & Technical College
3421 Meridian Street North
Huntsville, AL 35811
Phone: (256)551-1710
Fax: (256) 551-1714**

**Email: denise.gaymon@drakestate.edu
http://www.drakestate.edu/student_services/students_with_special_needs.aspx**

APPLICATION FOR ACADEMIC ACCOMMODATIONS

Student Name: Student ID Number:

Major:

Address:

Home Phone: Cell Phone:

E-mail:

Emergency Contact: Relationship:

Telephone Number:

Are you a dual credit student? Y N Are you participating in a Summer Program? Y N

Semester of Attendance:

Please check off any disabilities you have.

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Traumatic Brain Injury | <input type="checkbox"/> ADD or ADHD |
| <input type="checkbox"/> Visual | <input type="checkbox"/> Psychological Disorder | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Deaf or Hearing Impaired | <input type="checkbox"/> Health Condition or Mobility | Other: <input type="text"/> |

State the specific diagnosis:

Please describe any limitations you have that are related to your disability.

*
*

Please describe any accommodation (s) being requested.

*

Are you a client of Alabama Department of Rehabilitation Services? Y N

All of the information above has been provided on a voluntary basis. I understand that this information will be kept confidential and serves as a request for services only. Upon review and approval of my documentation of accommodations, it will be my responsibility to request direct services.

If the student does not agree with the decision of The Office of Counseling-Disability Services due to services being denied or disagreement on the approved accommodations, the student may initiate an appeal. Information regarding appeals can be obtained from the College Counselor.

Student Signature: Date: