



## Office of Accessibility Services

Hutchinson Community College's Office of Accessibility Services is committed to providing equal access to students with disabilities, through appropriate accommodations and services, based on individual, documented need. Post-secondary accommodations require student self-advocacy and independence. All information held in the Accessibility Services Office is considered confidential and will only be used for academic purposes without written student consent. The Accessibility Services Office is located in the Parker Student Union.

### Contact Information:

Director of Accessibility Services  
1300 N. Plum, Hutchinson, KS 67501  
620-665-3554 or 1-800-289-3501 ext 3554  
Email: AccessibilityServices@hutchcc.edu

### How Students Access Accommodations:

1. Students who wish to request accommodations based upon documented disabilities and are not currently registered with the Office of Accessibility Services, should complete the Application for Accessibility Services found online at [www.hutchcc.edu/student-success-center#accessibility](http://www.hutchcc.edu/student-success-center#accessibility). Early contact is encouraged as it can take 4-6 weeks to complete the eligibility process and arrange accommodations.
2. Students will be required to provide appropriate documentation of their disability. The documentation must follow established guidelines and must include justification for the requested academic accommodation.
3. The Accessibility Services Office will determine if the documentation is adequate to both establish the existence of a qualifying disability and to support the requested accommodations.
4. The Accessibility Services Office will review the documentation provided to determine eligibility. Accessibility Services will contact the student for additional information as needed and to review the next steps in the accommodation process.
5. Students must request and sign a Letter of Accommodation each semester to utilize accommodations. Request should be made as close to the beginning of each semester as possible so that instructors can be notified.
6. Students must notify the Accessibility Services Office of any schedule changes.
7. Students have the right to due process and may appeal decisions from the Accessibility Services Office. The Appeals Process is available in the Student Handbook.

### Types of accommodations may include, but are not limited to:

- Extended time on tests
- Testing in a reduced distraction environment
- Books in alternate format
- Sign language interpreters
- Assistive technology

Once approved to use accommodations, students will sign a Letter of Accommodation **each** semester. Once the student returns this signed letter, Accessibility Services will email a copy to each instructor for their records. All requests for accommodations and services will be considered on a case-by-case basis. Factors affecting the provision of accommodations and services will be dependent upon disability, documented need, and the compliance requirements of the Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act.



## Test Proctoring Procedures for Students Using Accommodations

The following is an outline of responsibilities for any student who will be testing in the Accessibility Services Testing Room as part of their accommodation plan and the responsibilities of the instructors of these students. If you have questions please contact the Director of Accessibility Services at 620-665-3554 or email: [accessibilityservices@hutchcc.edu](mailto:accessibilityservices@hutchcc.edu).

### Student Responsibilities:

1. **The student must contact Accessibility Services to schedule an appointment for each test.** (Call 620-665-3307 or e-mail [accessibilityservices@hutchcc.edu](mailto:accessibilityservices@hutchcc.edu)).
2. The student must notify their instructor, as far in advance as possible, of their testing appointment time and ask them to send their test to Accessibility Services.
3. For online tests students should make a request to their instructor to increase the time on their tests before starting their test.

**No walk-in testing is permitted.** Proctors are scheduled based on appointments made. If the student's appointment is missed, the testing materials will be returned to the instructor. Instructor approval is required for rescheduling tests.

### Instructor Responsibilities:

1. It is the instructor's responsibility to discuss provisions for testing with the student.
2. Email test in **Word** format to [accessibilityservices@hutchcc.edu](mailto:accessibilityservices@hutchcc.edu).
3. If email format is not available, test should be sent through interoffice mail in a blue testing envelope at least two (2) days prior to the testing date.
4. Along with the test, a completed Test Proctor Form, with instructions for the test, must be sent as well as any scantron or answer sheets to be used.
5. Online tests and quiz time can be increased by the instructor. Proctor forms do not need to be sent to Accessibility Services for online tests unless the student is taking them in our testing center.

**Please send tests as soon as possible once the student has told you they will be testing in the Accessibility Services Testing Center. Tests should be sent at least two days prior to testing whenever possible to allow time to prepare testing materials for the student. If the proctoring form/information does not accompany the test, the student will be allowed only the test and a pen or pencil.**

### Outreach Locations:

Students with accommodations testing in McPherson should contact the McPherson Proctor at 620-245-0202 or email: [mcpherson@hutchcc.edu](mailto:mcpherson@hutchcc.edu).

Students with accommodations testing in Newton should contact the Newton Proctor at 316-283-2700 or e-mail: [newton@hutchcc.edu](mailto:newton@hutchcc.edu).