

Accessibility Services Policies

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ABSENCE POLICY (DISABILITY RELATED)

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. An otherwise qualified student who requests accommodations for the attendance policy must register with the ASO and submit supporting documentation for verification. The instructor will help determine the amount of time that can be missed. Attendance may be identified as a fundamental requirement of the course and therefore essential to the completion of that course. Instructor Notification Letters will be generated by the ASO for the student to pick up and deliver to each instructor, notifying them of approved accommodations.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

ACCOMMODATIONS FOR PLACEMENT TESTS POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. Prospective and current students requesting accommodations for placement tests must register with the ASO and provide supporting documentation.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

Hutchinson Community College has established mandatory course placement standards for students seeking a degree or wishing to take a college level English or Math course. Course placement will be determined by one of the following assessments:

- ACT
- ASSET
- COMPASS
- ACCUPLACER
- WorkKeys

The ASSET, COMPASS, ACCUPLACER and WorkKeys assessments are given by HutchCC during most scheduled enrollment times. Students should contact one of the following offices for information on available test dates and times and for scheduling an appointment.

Student Success Center	Parker Student Union	620-665-3307
McPherson Campus		620-245-0202
Newton Campus		316-283-7000

ADAPTIVE FURNITURE POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. Students who request adaptive furniture must register with the ASO. The ASO will notify the maintenance office regarding the accommodations. Instructor Notification Letters will be generated by the ASO for the student to pick up and deliver to each instructor, notifying them of the need for adaptive furniture.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

Some of the types of adaptive furniture that may be available to students with disabilities include: adjustable table, chair with straight back, chair with arms, chair without arms, table and chair/stool.

ALTERNATE FORMAT POLICY

FOR PRINTED MATERIAL

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. Students requesting Printed Materials in Alternate Format must register with the ASO and provide supporting documentation. Instructor Notification Letters will be generated by the ASO for the student to pick up and deliver to each instructor, notifying them of approved accommodations.

Alternate format for printed materials may be used by students who cannot read regular print because of visual disability, learning disability, or other disability that affects cognitive processing.

TYPES OF ALTERNATE FORMAT (non-exclusive list)

POLICY

- Audio recording
- Text in digital format for use with screen readers (Word, pdf and rtf files)
- Braille or Raised Line Drawings
- Disks
- Large Print

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

ALTERNATE FORMAT POLICY

ALTERNATE FORMAT FOR TESTS

POLICY

Tests may be requested in alternate format. The student must discuss this need with the ASO and with each instructor. Tests will be made available in large print, Braille, audio format or e-format. Procedures must be followed as laid out in the Test Proctoring Procedure.

ALTERNATE FORMAT FOR TEXTS AND CLASS MATERIALS

AUDIO RECORDINGS

POLICY

Textbooks:

Students are encouraged to acquire a personal membership with Learning Ally (www.learningally.org), or other repository for alternate formatted books. If a student relies on texts in alternate format, they will need to know how to access this service for future adult learning opportunities. Students who do not have a personal membership may order texts in an alternate format through the ASO's institutional memberships. **In accordance with copyright laws, the ASO must have a copy of the receipt from student's purchase before ordering the book.**

If the book is not available through a book repository, the book will need to be converted to the alternate format by the ASO. The student is responsible for providing the textbook. The binder will be removed from the book and the book will be scanned. The textbook will be returned in a three ring binder, and the student will not be able to sell back the book.

Handouts and class materials:

The student is responsible for making classroom materials available to the ASO for conversion into alternate formats.

Blind students and students with partial sight who may not be able to determine the accuracy of scanned materials, may request materials for use in class prior to the start of the semester. The ASO will process their request in a timely manner.

BRAILLE OR RAISED LINE DRAWINGS

POLICY

Textbooks:

Braille textbooks can be ordered through the student's Rehabilitation Services for the Blind counselor or through the ASO. If the book is not available in Braille, the book will need to be sent away to a Brailer service. This takes up to three months. Students are advised to register for classes early and turn in their requests as soon as possible. If the book does not arrive on time, students may request one chapter at a time from the ASO.

Handouts and Class Materials:

Students needing Braille or raised line versions of handouts and class materials must notify the ASO before classes begin. The ASO will send documents out for Brailing and must make prior arrangements to meet this accommodation.

Disks/CD ROMs/Jump Drives

Students who want to scan their own documents and produce a disk should contact the ASO for an appointment to learn how to do this on the college's equipment. This is a worthwhile skill to learn for future adult learning.

Students may request that the ASO provide scanned documents. We strongly encourage students to learn how to manage this process.

If a blind student or student with partial sight cannot determine the accuracy of the scan, a request to have the ASO do the scan and proof for accuracy can be made. The student is responsible for bringing the materials to the ASO at the time of the request.

LARGE PRINT

POLICY

Textbooks:

Large print books can be ordered through the student's Rehabilitation Services for the Blind counselor or through the ASO. Enlarging may take a long time. Students are advised to register for classes early and turn in their requests as soon as possible. If the book does not arrive on time, students can request that the ASO provide enlarged versions of the first chapters covered in the class.

Handouts and Class Materials:

Students wanting to access large print independently may request copies of the materials in digital form to use with enlarging software.

Students needing large print materials for classes must fill out an Enlarged Copy Request form at least 5 working days before needed. The student is responsible for bringing the materials to the ASO at the time of the request.

CLOSED CIRCUIT TV'S (CCTV'S)**POLICY**

Closed Circuit TV's (CCTV's) are available upon request. These machines allow students to function independently as well as learn a skill that can be used in future adult learning.

AUDIO-RECORDING OF CLASSROOM LECTURE POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the ASO and provide supporting documentation.

The ASO, where appropriate, may recommend that a student with a qualifying disability be permitted to audiotape/audio-record class lectures as a form of academic accommodation.

These disabilities include but are not limited to:

- Specific Learning Disabilities
- Dyslexia, Dysgraphia, or Dyscalculia
- Cognitive Processing Disabilities
- Low Vision/ Blind
- Fine Motor Skill Disability

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

CALCULATOR/FACT SHEET POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. A student requesting the accommodation of a calculator or fact sheet must register with the ASO and provide supporting documentation. The ASO's decision to approve the use of a calculator/fact sheet as an accommodation is based upon the student's documentation of disability and the ability to accommodate without making fundamental alterations to the nature of a course, program, or service.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

BEHAVIORAL INTERVENTION TEAM

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

A student may not be qualified for a program or may be removed from a program when the Behavioral Intervention Team has evaluated some or all of the following: a student's actions; documented observations from staff, faculty, and students; the program requirements/environment; and/or the student's medical/psychiatric documentation, and found that even with accommodations the student will still be a threat to self or others.

The Behavioral Intervention Team will be comprised of: The Vice President of Student Services, a counselor, the Program Director/Coordinator for which the student is seeking acceptance, the Director of Accessibility Services when appropriate, and others as required.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

DISABILITY PARKING POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College does not issue Disability Parking. HutchCC will comply with state and federal laws concerning Disability Parking. Copies of the State application are not available on campus. The application may be obtained online from the Kansas Department of Revenue (www.ksrevenue.org/dmv).

Parking for drivers with disabilities will be designated by HutchCC. Federal regulations call for 24-hour control and are subject to ticketing by HutchCC Security and local law enforcement.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

DOCUMENTATION OF DISABILITY POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the ASO and provide supporting documentation.

Documentation of a disability must be provided by the student requesting accommodations. The documentation must be submitted by a licensed or otherwise properly credentialed professional and should contain the following information:

- A clear diagnostic statement that describes how the condition was diagnosed.
- Information on the functional impact of disability.
- Typical progression or prognosis of the condition.
- A description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results.
- Information on how the disabling condition(s) currently impacts the individual.
- Information on expected changes in the functional impact of disability over time and context.
- Description of both current and past medications, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness in ameliorating functional impacts of the disability.

Recommendations from professionals with a history of working with the individual provide valuable information for review and the planning process.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

EMOTIONAL SUPPORT ANIMAL POLICY

(Reference Number 1097)

Revised 1/1/2022

An "Emotional Support Animal" (ESA) is an animal that provides emotional or other support that mitigates one or more identified symptoms or effects of a person's disability.

Hutchinson Community College (HutchCC) has designated the Office of Accessibility Services to determine whether a request for an accommodation due to a disability is reasonable and necessary. An individual may request to keep a support animal as an accommodation in Student Housing if the criterion set forth in this policy and accompanying agreement is met. ESA's are to be kept in a student's personal space and not in common areas.

The student must register with the Office of Accessibility Services and provide supporting documentation of the disability to support the need for this accommodation. Documentation must include a signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:

1. The nature of the disabling condition or impairment that substantially limits one or more major life activities; and
2. The animal is necessary to afford the individual an equal opportunity to use student housing; and
3. The identifiable support that the animal provides that alleviates at least one of the identified symptoms or effects of the disability.

An ESA will not be permitted in the residence hall that:

1. Poses a direct threat to the health and safety of others;
2. Causes substantial physical damage to the property of others;
3. Poses an undue financial or administrative burden for HutchCC; or
4. Fundamentally alters the nature of housing operations.

Students will not be required to pay a deposit for their support animal, but they will be required to reimburse HutchCC for any damage their animals cause beyond normal wear and tear.

Students will adhere to the Emotional Support Animal Guidelines and Agreement (see pages 20-21). This agreement will be reviewed and signed by the student and after the accommodation has been approved and prior to the support animal entering student housing.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the campus ASO.

EMOTIONAL SUPPORT GUIDELINES AND AGREEMENT

Student Housing --(Reference Number 1098)

Student Responsibilities:

1. Requirements of Emotional Support Animals (ESA) and their owners include:
 - a. Animals must be licensed and/or registered in accordance with city regulations, and if appropriate, must wear a valid vaccination tag.
 - b. Animals must be in good health. A clean bill of health from a licensed veterinarian must be provided to the college before entering student housing and annually thereafter. Student must keep all required vaccinations current.
 - c. The animal must have identification at all times. Microchip identification is sufficient if it is a small animal that may not tolerate a collar and tag. An exception can be made for animals that are primarily caged and confined to the residence.
2. Emotional Support Animals are to be kept in the students' personal space and not in common areas of student housing.
3. Student is responsible for the behavior of the animal at all times. A student may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, running around, bringing attention to itself, jumping up on people, exhibiting aggressive behavior, repeated soiling of facilities) if the student is unable or unwilling to take action to control the animal.
4. All Emotional Support Animals must be housebroken. Student must clean up after the animal. The student is financially responsible for the actions of the animal including bodily injury or property damage.
5. Student must ensure that the animal is kept clean and well-groomed. Animals that are excessively unclean (e.g. repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from HutchCC facilities.
6. Animals must be leashed using a leash that is 6' in length or less, harness or tether, or securely confined in a crate, cage or carrier, unless (1) the student is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede the animal's safe and effective performance of its work or task.
7. Student is responsible for any damage caused by the animal and must take appropriate precautions to prevent property damage or injury. The student is financially responsible for the actions of the animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc. The student is expected to cover repair and property damage costs.

8. The student is responsible for any cleaning expenses HutchCC incurs which is above and beyond normal cleaning, including removal of odors caused by the animal, or for repairs to the college premises.

9. As a necessary and agreed upon service, HutchCC Student Housing may enter the student's residence to determine the need and extent of management of fleas, ticks, or other pests introduced by Emotional Support Animals as needed. A HutchCC approved pest control service will perform any necessary fumigation services, and the student will be billed for the expense of any pest treatment above and beyond normal required pest management.

10. Student must notify Office of Accessibility Services if they want to change support animals or add additional support animals.

11. In the absence of the student, the animal may not remain in student housing for more than a total of Twelve (12) hours for any continuous duration. If the student is not able to respond to the animal within this time frame due to unforeseen circumstances (e.g. hospitalization, accident) family members will be contacted to come pick up the animal.

12. Student will provide contact information for an alternate responsible party off campus, in the event that the student is gone for more than 12 hours (i.e. hospitalization). This person will be contacted to pick up the animal if the student cannot be reached after the allowed time frame. If this person cannot be reached or is unable to pick up the animal, the animal will be taken to a local shelter or boarding facility until the student or designated party is able to pick it up. Student will be responsible for any charges incurred with the boarding.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here.

Student Signature

___/___/___

Date

Director, Residence Life and Student Activities

___/___/___

Date

ESA Information

Student Must Complete:

Student Name: _____

ID #: _____

Cell Phone number: _____

Support animal (type of animal): _____

Breed: _____

Sex: _____

Name of Animal: _____

Vaccinations Dated: _____

License: _____

County of licensure: _____

Spay/Neuter Date: ____/____/____

Alternate Responsible Party: _____

Alternate Responsible Party Contact Information: _____

For Office Use Only:

HutchCC Student Housing Location: _____

Vaccination Information Received: _____ Current: _____

City of Hutchinson License: _____

Notes:

PERSONAL CARE ASSISTANT POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the ASO and provide supporting documentation.

HutchCC makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act. In keeping with this commitment, Personal Care Assistants (PCA's) may be necessary to address the personal needs of a student so that they can participate in the College's activities, services, and programs. In order for the student who requires PCA services to have the same independent experience as all other college students, it is in the student's best interest to hire an impartial PCA, not a family member or close friend.

An otherwise qualified student who requires personal care assistant services must arrange to provide their own personal care assistant. The College does not assume coordination or financial responsibilities for personal care assistants.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

REDUCED COURSE LOAD POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. A student requesting a reduced course load as an accommodation must register with the ASO and provide supporting documentation.

The ASO cannot change the requirements of scholarships, degrees, class sequence requirements, athletic eligibility, child support, agency funding requirements, insurance requirements or length of time to complete programs/degrees.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

PRACTICUM, COOPERATIVE/EXPERIENTIAL EDUCATION, AND CLINICAL ASSIGNMENTS POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the ASO and provide supporting documentation.

The ADAAA requires that employers provide reasonable accommodations for employees who meet the criteria stated in the law.

The ADAAA and Section 504 require that schools, including institutions of higher education, make reasonable accommodations for students with disabilities.

Practicum/clinical assignments/internships/experiential education, etc. are considered college courses; thus, requiring HutchCC to provide for accommodations.

Students are not required to disclose their specific disability to their instructor or practicum site supervisor, nor can they be asked information about their specific disability. The ASO will require documentation of disability if the student needs accommodations.

If the practicum site refuses to provide reasonable accommodations for the student with disabilities, then HutchCC is responsible for providing them.

HutchCC staff may not disclose a student's disability to the off-site location without the permission of the student.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

SERVICE ANIMAL POLICY

POLICY

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the ASO and provide supporting documentation.

Service Animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service Animals are working animals, not pets (U.S. Department of Justice).

Service Animals may be allowed to accompany a student on campus, in classrooms, and in HutchCC Housing.

Requirements for Service Animals:

- Vaccination: Service Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag.
- Licensing: The City of Hutchinson requires dogs to be licensed each year.
- Animals must be leashed at all times, unless the owner/keeper's disability makes this impossible.
- Animals must be controlled by the owner/keeper at all times. The care and supervision of a service animal is solely the responsibility of the owner/keeper.
- The owner/keeper of a services animal is responsible for cleaning up after the animal.
- Animals that will be living in the dorm must come in with a clean bill of health and will be required to show proof of vaccination and healthy dog certification.

Owner ID Tags are suggested for Service Animals.

Removal/Prohibition of a Service Animal

A Service Animal may be excluded from a HutchCC facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a Service Animal that displays vicious behavior towards people may be excluded.

Service Animals may also be excluded in areas where the presence of a Service Animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to, research labs, areas requiring protective clothing, and food preparation areas.

Animals not covered under the ADA Service Animal definition can be asked to leave a HutchCC facility or program. Questions related to the use of service animals on campus should be directed to the Director of Accessibility Services at 620-665-3554.

Students will adhere to the Service/Support Animal Guidelines and Agreement (see pages 20-21). This agreement will be reviewed and signed by the student after the accommodation has been approved and prior to the support animal entering student housing.

Any appeal and/or grievance related to accommodations should follow the HutchCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

INTERPRETER GUIDELINES FOR DEAF OR HARD OF HEARING STUDENTS

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HutchCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HutchCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the Accessibility Services Office and provide supporting documentation. The Accessibility Services Office is located in the Student Success Center in the Parker Student Union.

Students who are deaf or hard of hearing may request a sign language interpreter and other accommodations they may need for equal access in classes at Hutchinson Community College.

Interpreters

If a sign language interpreter is needed for any classes at HutchCC, the student must contact Accessibility Services at accessibilityservices@hutchcc.edu as soon as their schedule is completed for the semester.

HutchCC contracts with sign language interpreters to provide interpreting services. If a student has an interpreter that they currently use and would like to continue with that interpreter, they need to share this information with the Accessibility Services Office to determine if we can contract with that interpreter.

Student Responsibilities:

When using the services of an interpreter, students have the following responsibilities:

- Attend class – if you are going to miss a class session, you need to notify the accessibility services office with at least a 24 hour notice so that the interpreter can be cancelled.
- Arrive early on the first day of classes, to make sure you can be seated in the most accessible place with your interpreter.
- Introduce yourself to the interpreter and the professor.
- Be on time for classes.
- If an interpreter does not show up for class, contact Accessibility Services right away at 620-665-3554 or send an email to accessibilityservices@hutchcc.edu.

- If you have difficulty understanding the professor or interpreter during class, discuss the problem with the interpreter and instructor first to see if changes can be made. If the problem continues, contact Accessibility Services.
- If you need an interpreter for activities outside of regularly scheduled classes (e.g. a meeting with an advisor, professor or tutor) contact the Accessibility Services Office.
- If you miss three consecutive, or excessive, classes without notifying Accessibility Services in a timely manner, you will need to meet with the Accessibility Services Director to discuss a resolution.

Faculty/Staff Responsibilities:

- It is the responsibility of the college to make sure that all material and programming is accessible to all students.
- Faculty/Staff will ensure that all lecture and audio material is presented in an accessible format (e.g. closed captioned, interpreter, etc.)
- Faculty/Staff will meet with interpreter and student as needed to make sure the classroom is set up as needed for accessibility.
- Faculty/Staff will contact Accessibility Services at least 24 hours in advance if an interpreter is needed outside of designated class time (e.g. make-up labs, meeting with students, etc.)