Accessibility Services Policies and Procedures

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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. 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

OFFICE OF ACCESSIBILITY SERVICES (CONTINUED)

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.

ABSENCE (DISABILITY RELATED) PROCEDURE

PROCEDURE

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 due to their disability, 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 him/her of approved accommodation.

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.

ACCESSIBILITY SERVICES TEST PROCTORING PROCEDURES

The following is an outline of responsibilities for use of the Accessibility Services Testing Center as part of the student's accommodation plan for a "reduced-distraction environment". If you have questions, please email accessibilityservices@hutchcc.edu. If you need immediate assistance, you can call our Accessibility Testing Specialist, Angie Finn, at 620-665-3307, or the Director of Accessibility Services, Lisa Jolliff, at 620-665-3554.

Student Responsibilities: We are not a walk-in testing center; tests must be scheduled in advance.

1. The student must contact the Accessibility Services Testing Center to schedule an appointment for each test. (Call 620-665-3307 or e-mail accessibilityservices@hutchcc.edu).
2. The student must notify their instructor that they will be taking their test in Accessibility Services and request that the test be sent over.
3. For online tests students should make a request to their instructor to increase the time on their tests before starting their test.

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 to accessibilityservices@hutchcc.edu (preferred) or send through interoffice mail (in a blue envelope) at least two days prior to testing date.
3. Along with the test, a completed Test Proctor Form, with instructions for the test, must be sent as well as any additional testing materials.
4. Online test and quiz times 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.
5. Proctor forms for online tests should include the correct password and a method to contact the instructor if problems occur.

Please send tests as soon as possible once the student has told you they will be testing in the Accessibility Services Testing Center. Must have at least 2 days prior to the test scheduled date. 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:

McPherson Testing Proctor: 620-245-0202 or email: MacProctor@hutchcc.edu.

Newton Testing Proctor: 316-283-7000 or e-mail: NewtonProctor@hutchcc.edu.

ACCOMMODATIONS FOR PLACEMENT TESTS PROCEDURE

PROCEDURE

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.

Rimmer Learning Resource Center	620-665-8125
McPherson Campus	620-254-0202
Newton Campus	316-283-7000

ADAPTIVE FURNITURE PROCEDURE

PROCEDURE

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 sign each semester to be sent out to instructors to notify them of the need for adaptive furniture in the classroom.

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 PROCEDURE

FOR PRINTED MATERIAL

PROCEDURE

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 review and sign at the beginning of each semester to be sent out to instructors, 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)

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

ALTERNATE FORMAT FOR TESTS

PROCEDURE

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

PROCEDURE

Textbooks:

Students are encouraged to acquire a personal membership with Learning Ally (www.learningally.org), Bookshare (www.bookshare.org) or other repository for alternate formatted books. If a student relies on texts in alternate format, he/she 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 DSO 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

PROCEDURE

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/Flash Drives

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

PROCEDURE

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 notify the Accessibility Services Office 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)

PROCEDURE

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 PROCEDURE

PROCEDURE

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. The student may utilize a variety of equipment to record including phone, laptop, digital recorder, recorder pen, etc.

These disabilities include but are not limited to:

- Specific Learning Disabilities
- Dyslexia, Dysgraphia, or Dyscalcula
- 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 PROCEDURE

PROCEDURE

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.

CRISIS ASSESSMENT PROCEDURE

PROCEDURE

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 Crisis 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 Crisis 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 Disability 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.

ACCESSIBLE PARKING/CLOSE PARKING PROCEDURE

PROCEDURE

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 Accessible Parking Passes. HutchCC will comply with state and federal laws concerning Accessibility 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 spots 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.

Close-Parking Accommodations may be requested for students based on their need due to a disability or medical condition. 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 close-parking must register with the ASO and provide supporting documentation. The ASO's decision to approve close parking as a temporary or ongoing accommodation is based upon the student's documentation of 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.

DOCUMENTATION OF DISABILITY PROCEDURE

PROCEDURE

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 12/09/2024

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 only in a student's personal living space and not in any 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 animal may cause beyond normal wear and tear.

Students will review and sign the Emotional Support Animal Guidelines and Agreement to state their adherence to the guidelines. After the student has signed the paperwork, it will be submitted to Residence Life for review and approval. This paperwork must be signed by all parties and returned to the student before the support animal may enter student housing.

Emotional Support Animal

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 to begin the ESA eligibility process again.

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 for an Emotional Support Animal. I understand that if I fail to meet the requirements set forth in this policy and guidelines, that Hutchinson Community College has the right to remove the Emotional Support Animal and I will nonetheless be required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

_____ ____/____/_____

Student Signature Date

_____ ____/____/_____

Director, Residence Life and Student Activities Date

INTERPRETER GUIDELINES FOR DEAF OR HARD OF HEARING STUDENTS

PROCEDURE

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.

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

If a sign language interpreter is needed at HutchCC, the individual must contact the Accessibility Office at Accessibilityservices@hutchcc.edu. It is important to do this early in an effort to get everything in place in a timely manner.

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.
- Be on time for classes.
- If an interpreter does not show up for class, contact the interpreter directly if you have that arrangement and contact Accessibility Services right away at 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.

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 captions, 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 Office 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.)

NON-DISCRIMINATION OF INDIVIDUALS WITH DISABILITIES POLICY

I. POLICY STATEMENT

The Administration, Faculty, and Staff of Hutchinson Community College (HutchCC) are committed to providing equal education, employment opportunity, and full participation for all individuals with disabilities.

HutchCC recognizes its responsibility to provide equal access to opportunity, full inclusion, and integration for persons with disabilities under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990, as amended in 2008. It is HutchCC's policy that "no otherwise qualified" person with a disability be excluded from participating in any HutchCC program or activity, be denied the benefits of any HutchCC program or activity, or otherwise be subjected to discrimination with regard to any HutchCC program or activity.

Prospective and current students with disabilities requesting accommodations must do so by contacting the Director of Accessibility Services at 620-665-3554, or by emailing AccessibilityServices@hutchcc.edu.

Prospective and current employees with disabilities requesting accommodations must do so by contacting the Director of Human Resources at 620-665-3497, or by emailing hrinfo@hutchcc.edu.

Patrons with disabilities attending HutchCC sponsored functions requesting accommodations must contact the President's Office at 620-665-3505 at least 10 days prior to the event.

II. DEFINITIONS

1. ***Disability*** means, with respect to an individual:
    1. a physical or mental impairment that substantially limits one or more of the person's major life activities; or
    2. a history of such an impairment; or
    3. being regarded as having such an impairment
2. ***Qualified Individual with a Disability*** is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the college.
3. ***Accommodations*** means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to alternative testing, extended time, scribe services, sign language interpreting, reduced distraction environment, brailled material, and recorded lectures.

4. ***Essential Eligibility Requirement*** means the academic or other technical standards required for admission to or participation in the college's programs, services, or activities which an individual must be able to meet with or without accommodation.
5. ***Individual*** means any person applying for admission to or participation in a program, service, or activity of the College.

III. RESPONSIBILITIES

1. **Hutchinson Community College Administration:**
    1. shall designate a person or office (The Office of Accessibility Services located in the Parker Student Union) to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the ADAAA and Section 504 and to investigate any complaints alleging the institution's non-compliance with Title II of the ADA and Section 504.
    2. shall maintain and require academic and technical standards in their individual programs.
    3. shall designate a person or persons (The Office of Accessibility Services located in the Parker Student Union) to coordinate student requests for accommodations, assess provided documentation, determine appropriate accommodations, and assist students with notification of accommodations to their instructors.
    4. shall provide students, faculty, and staff with information regarding disabilities, accommodations, and assistive technology.
    5. shall provide a student an opportunity to appeal decisions made by the Office of Accessibility Services if the individual feels that he/she has been denied equal access to a HutchCC program or activity because of a disability.
    6. shall make available information regarding policies and procedures to students with disabilities.
2. **The Office of Accessibility Services**
    1. shall serve as a clearinghouse for all Accessibility Services requests and documentation and maintain appropriate confidentiality of documentation and communication concerning students with disabilities.
    2. shall develop appropriate accommodations that will provide a student with disabilities ***equal access*** to the campus, courses, programs, and all college related activities.
    3. shall assist students with transition from high school to college.
    4. shall assist faculty who are providing accommodations.
    5. shall use the student interview, Application for Accessibility Services, disability documentation, and course requirements to make appropriate accommodation determinations.
3. **The Student**
    1. shall be responsible for self-identifying to the Office of Accessibility Services.
    2. shall complete and turn in an Application for Accessibility Services.
    3. shall provide appropriate documentation to support the need for accommodations.
    4. shall meet with the Office of Accessibility Services either in person, on-line, or on the phone ***each semester*** to set up accommodations.

5. shall communicate with his/her instructor(s) regarding the accommodations needed to provide equal access to the course.
6. shall return a signed copy of the Letter of Accommodation to the Office of Accessibility Services each semester.

4. **The Faculty**
    1. shall use accessibility guidelines when developing classroom material.
    2. shall provide approved accommodations for students with disabilities with support from the Office of Accessibility Services.
    3. shall supply required tests, handouts, and notes to the Office of Accessibility Services as warranted so they can be formatted for student use.
5. **The Employee**
    1. shall self-identify to the Human Resources Office.
    2. shall provide documentation as requested by the Human Resources Office.
6. **The Human Resources Office**
    1. shall provide reasonable accommodations as warranted.
    2. shall evaluate all requests individually.

PERSONAL CARE ASSISTANT PROCEDURE

PROCEDURE

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 DSO 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 for his/her 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 PROCEDURE

PROCEDURE

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 ASSIGNMENT PROCESS

PROCEDURE

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 (ADA) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties.

Service animals are working animals, not pets. The work or tasks a dog has been trained to provide must be directly related to the person's disability." A service dog can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement. If a dog meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

The ADA further states that "dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA."

The ADA allows service animals accompanying people with disabilities to be anywhere that is open to the public on Hutchinson Community College (HutchCC) premises. HutchCC premises shall mean any land and/or facility owned, leased, rented and/or occupied by Hutchinson Community College. There may be individual exceptions in places where the presence of the service animal may compromise safety or a sterile environment and/or interfere with the fundamental nature of the activities being conducted in which the service animal would not be permitted.

Under the Americans with Disabilities Act, two questions can be asked of a person with a dog that they report as a service animal.

1. Is this dog needed because of a disability?
2. If yes, what task has the dog been trained to do for you?

If there is not a specific task (an action the dog must do for the individual with a disability), then the individual should be referred to the Accessibility Services Office.

Voluntary Registration of Service Animals While on Campus

For those individuals who are enrolled in courses that would like to voluntarily register their service animal with the college, please contact Accessibility Support Services at (620) 665-3554 (Parker Student Union-Student Success Center). As stated, this is voluntary but may assist in accessing college premises. Registration is not available for visitors to campus or service dogs in training.

Requirements of Service Animals and their Owners:

- The animal cannot pose a direct threat to the health and safety of others while on the University's premises.
- Service Animals must be immunized against diseases common to that type of animal. All vaccinations must be current, and dogs must wear a rabies vaccination tag.
- The City of Hutchinson requires dogs to be licensed each year.
- The owner must be in full control of the animal at all times. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- The owner/keeper of a service animal is responsible for cleaning up after the animal. Owners who are not physically able to pick up and dispose of the animal's waste and fluids are responsible for making all necessary arrangements for assistance.
- Owner ID Tags are suggested for Service Animals.
- The owner is liable for damage caused by the animal.
- The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

Exclusions

A service animal may be excluded from any authorized area and its student owner may be subject to disciplinary action if, including, but not limited to:

- The service animal displays aggressive or disruptive behavior or noises and effective action is not taken to control it; unless said noise/behavior(s) are part of the needed disability service to the owner;
- The service animal is not housebroken;
- The service animal poses a direct threat to the health and safety of others;
- The service animal is not in good health, well-groomed, or cared for;
- The service animal infringes inappropriately into other's personal space;
- The owner intentionally uses the service animal to block identified fire/emergency exits.
- If the presence of a Service Animal fundamentally alters the nature of a program or activity.

NOTE: In the event that restriction or removal of a service animal is determined to be necessary, every effort will be made to ensure that the individual still has access to the programs, services, or activities of the University without the animal.

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

Service Animals in Residence Life

Sufficient notice of the intent of an individual with a disability planning to have a service animal

in Residence Life at HutchCC must be given to Accessibility Services at (620) 665-3554 (Parker Student Union – Student Success Center) so that appropriate arrangements regarding placement, roommates, etc. can be made. Service animals residing in HutchCC Residence Life are subject to HutchCC Housing Service Animal and Emotional Support Animal Agreement Form. Registration is not available for visitors to campus.