

TYPES OF ACCOMMODATIONS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Alternate format testing
- Extended time on tests
- Assistive technology
- Large print materials
- Audio record lectures
- Note-taking assistance
- Digital textbooks
- Scribe
- Distraction reduced setting for testing
- Sign language interpreters

OTHER ACCOMMODATIONS

Factors affecting additional 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.

ACCOMMODATIONS AND SERVICES NOT PROVIDED

1. Reduced standards for academic performance.
2. Exemptions to graduation requirements, although course substitutions may be allowed in extreme circumstances.
3. Personal care assistance (for example, assistance in pushing a wheelchair or assistance with bathroom needs.)
4. Accommodations that fundamentally alter the essential nature of the program and /or class.

TUTORING

Tutoring is not a required accommodation under either the ADA or Section 504 of the 1973 Rehabilitation Act. Hutchinson Community College, however, offers many tutoring programs to its students. Students with disabilities are guaranteed equal access to all HutchCC tutoring programs for which they are eligible.

REV 9/25

Hutchinson Community College is an equal opportunity provider. This guide is for informational purposes only and does not constitute a contract. Hutchinson Community College reserves the right, at any time, to change graduation requirements, costs, curricula and content, without notice.

STUDENT CODE OF CONDUCT

All HutchCC students must adhere to the "Standards of Conduct for Students" as published in the HutchCC catalog and/or Student Handbook.

ACADEMIC POLICIES

All HutchCC Students must adhere to the Academic Policies as published in the HutchCC catalog.

STUDENT RESOURCES

The Offices listed below are available to any student at HutchCC. If you would like additional information contact the respective office at the number listed.

OFFICE	PHONE #
<u>Accessibility Services Office</u>	620-665-3554
<u>Accessibility Testing Specialist</u>	620-665-3307
<u>Admissions</u>	620-665-3535
<u>Business Office</u>	620-665-3509
<u>Campus Security</u>	620-665-3379
<u>Campus Store</u>	620-665-3517
<u>Counseling & Social Work Services</u>	620-665-3581
<u>Financial Aid</u>	620-665-3568
<u>Library</u>	620-665-3547
<u>Title IX and Title VI Coordinator</u>	620-665-3512
<u>Rimmer Learning Resource Center</u>	620-665-3449
<u>Student Advocate</u>	620-665-3365
<u>Student Success Center</u>	620-665-3377

Hutchinson Community College
1300 North Plum
Hutchinson, KS 67501-5894

accessibilityservices@hutchcc.edu
www.hutchcc.edu/accessibility

HUTCHINSON COMMUNITY COLLEGE

ACCESSIBILITY SERVICES



MISSION STATEMENT

Hutchinson Community College is committed to providing equal access educational opportunities to all students. The Accessibility Services Office coordinates academic accommodations and services for all eligible students with a disability.

PURPOSE OF BROCHURE

The purpose of this brochure is to give basic information regarding accommodations and services at Hutchinson Community College. The individual at HutchCC responsible for coordinating academic accommodations is the Director of Accessibility Services.

LEGAL GUIDELINES

The Accessibility Services Office operates under the following regulations:

Section 504 states (in part):

No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

The Americans with Disabilities Act ("ADA") of 1990 was passed with the intent that all disabled Americans be free from discrimination on the basis of disability.

Congressional Record

The Americans with Disabilities Act, Amendment Act:

The ADAAA of 2008 was passed with the intent that the original purpose and scope of the ADA be restored.

Associations of Higher Education and Disability

ACCESSIBILITY SERVICES OFFICE

The Accessibility Services Office is part of the Student Success Center located in the Parker Student Union. The Director's phone number is 620-665-3554, or 1-800-289-3501 ext. 3554. For TTY communications, individuals should use the Kansas Relay Service at 1-800-766-3777. The email address is: accessibilityservices@hutchcc.edu

Disabilities qualifying for services may include, but are not limited to:

- Attention Deficit Disorder/ADHD
- Autism Spectrum Disorder
- Blind / Low Vision
- Deaf / Hard of Hearing
- Dyslexia
- Health / Medical
- Learning
- Physical
- Psychological / Emotional
- Speech

The Accessibility Services Office coordinates services for HutchCC students with disabilities. Post-secondary accommodations require student self-advocacy and independence. All information held in the Office is considered confidential and will only be used for academic purposes without written student consent.

Accommodations are provided to give the student with a disability equal access to the learning environment. They are not designed to give an advantage over other students or to alter the fundamental aspect of the course.

HOW TO ACCESS ACCOMMODATIONS

1. Students requesting accommodations due to a qualified disability should complete the Application for Accessibility Services.

QR Code links to application, also found at www.hutchcc.edu/accessibility



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. Requests 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.

