



Access Services for Students with Disabilities

STUDENT RESPONSIBILITIES

Access Services provides supports for students who have documented permanent disabilities by making reasonable accommodations in regard to academic instruction and other college or student related activities. Accommodations may include but are not limited to: adaptive technology, environmental modifications, alternative testing arrangements, note taking services, and use of prerecorded media.

To receive Access Services:

1. Submit an application for Access Services

<https://www.eastcentral.edu/wellness-services/access-services/access-application/>

2. Make an appointment with an Access Counselor

Main Campus – call the Student Service Center at 636-584-6588

Rolla Campus – call 573-466-4100

3. Submit Documentation of disability to Access Services

See reverse side for documentation requirements

4. Meet with Access personnel to complete and discuss a “Service Request Form”

Must be completed **every** semester for which services are requested. Services are not automatically provided. NOTE: *Final approval of services cannot be made until the student has enrolled and current semester documentation has been completed.*

5. Deliver “Instructor Notification Forms”

Students are responsible for communicating their accommodations to instructors using the “Instructor Notification Form.” This form will be completed when meeting with an Access Counselor prior to each semester. The student is responsible for discussing the accommodation requested in the form with instructors. *Access Staff can assist students with questions, concerns or issues when talking with instructors.*

6. Follow –through in arranging appropriate accommodations

Students who have alternative testing arrangements or other services inside or outside of the classroom need to follow-through with the scheduling of those services. Also, students should make all attempts to keep appointments that are scheduled with testing assistants and other professionals arranged through Access Services.

7. Maintain contact with Access Services Staff

Student should inform Access Services immediately of any changes in schedule, new accommodation needs, academic difficulties, prolonged non-attendance, concerns, etc. **Changes in services and schedules can be made at any time after approval for Access Services.** *If a course is dropped the Access Counselor should be notified immediately* because the support services scheduled in that class will need to be cancelled. This is extremely important to ensure that resources are not used to fund services that are no longer needed.

Disability Documentation Requirements:

Students enrolling at East Central College who are seeking services for a disability must submit appropriate documentation and meet with an Access Counselor in order to receive services. Typically, the documentation must be dated within the last five years and must be in typed format. The documentation required will vary according to the type of disability and must be reviewed by an Access Counselor. Though most situations require a student to submit documentation only one time, Access Services reserves the right to request additional documentation prior to determining eligibility for services each semester.

Disability documentation should include:

- ✓ *A diagnostic statement* identifying the disability, date of the current diagnostic evaluation, and date of original diagnosis.
- ✓ *A description of the diagnostic criteria* and/or diagnostic test(s) used, along with specific test results.
- ✓ *A description of the current functional impact of the disability* in the educational environment.
- ✓ *Treatments, medications, assistive devices/services* currently prescribed or in use.
- ✓ *A description of the expected progression or stability* of the disability over time.
- ✓ *Recommendations for effective academic accommodations* to equalize educational opportunities at the post-secondary level.
- ✓ *The credential, address, phone and other contact information* of the diagnosing professional(s).

Disability:

Typical Required Documentation:

Learning Disability	Complete adult intelligence and achievement test results by a qualified psychological examiner
Health Impairment	Statement of diagnosis from a medical doctor
Head Injury	Psychological testing and rehabilitation reports
Chemical Dependency	Documentation from a psychiatrist, psychologist or other licensed mental health professional
Hearing Impairment; Deafness	Documentation from an audiologist
Visual Impairment Blindness	Documentation of visual acuity tests

Temporary Disabilities:

Although students with temporary disabilities are not covered under the American with Disabilities Act of 1990, Access services are available to assist these students with their needs. Current documentation is required for accommodations and should include:

- ✓ A clear statement of the ICD diagnosis, including pertinent history.
- ✓ A description of present symptoms, fluctuating conditions or symptoms.
- ✓ The expected duration of the condition and prognosis

Access Staff:

Heather Bond	Access Coordinator	heather.bond@eastcentral.edu
Jessica Robart	Access Coordinator	jessica.robart@eastcentral.edu
Amy Sisk	Testing Accommodations	amy.sisk@eastcentral.edu
Denise Walker	Adaptive Technology Lab	denise.walker@eastcentral.edu

Email Contact:

Documentation should be forwarded to:

Access Services
East Central College
1964 Prairie Dell Road
Union, MO 63084

Phone and Fax contacts:

Phone: 636-584-6588
Fax: 636-583-1011
Rolla: 636-466-4100
TTY: 636-583-4851