

Disability Services Brochure for Students (ADA), January 2017



Admission

The Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) prohibit discrimination against any qualified person regardless of his or her disability. Gadsden State Community College strives to create a welcoming environment and works to meet the needs of all populations. Admission to the College is processed by the Office of Admissions and Records, 125 Allen Hall. Admissions standards as described in the College Catalog and Student Handbook must be met by all students, regardless of disability. Prospective students are encouraged to contact an ADA Coordinator for the College for information regarding services for students with disabilities. Information regarding disabilities should be sent directly to the ADA Coordinator at the appropriate campus (see page 2) or to the Gadsden State ADA Coordinator, P.O. Box 227, Gadsden, AL 35902-0227.

Documentation of a Disability

Documentation of disability is required upon requesting accommodations related to a disability. Documentation of disability will be maintained in a confidential file separate from the student's educational records. Documentation should not be older than three (3) years and must be provided by a licensed professional or medical doctor. High school documentation such as IEP or 504 Plans may not be sufficient to document a disability. Some high school accommodations may not be appropriate in college, or in a specific class or program. Reasonable and appropriate accommodations for qualified disabled students will be met unless to do so would present an undue hardship to the College or lower the academic standards of the institution or a program of study. Some common disabilities that may require accommodations include:

Learning Disabilities
Hearing Impairments
Physical Disability
Speech Disability
Traumatic Brain Injury (TBI)
Emotional/Psychological Disability

Deafness
Visual Impairments
Mobility Impairments
Chronic Health Impairments
Attention Deficit Disorder (ADD or ADHD)

Student Responsibilities for Obtaining Classroom Accommodations

- Student must obtain accommodation letters from an ADA Coordinator for each semester that accommodations are requested.
- Student must deliver the accommodation letter to his or her instructors. Students do not have to disclose their specific disability to the instructor.
- When meeting with the instructor, the student must make sure the details of the letter's implementation are mutually understood.
- Student should contact proctor or instructor to schedule testing accommodations one week in advance in order for the instructor and the proctor to work out details related to the testing. Any disagreements about reasonable testing accommodations should be referred to the ADA Coordinator.
- Accommodations that require additional lead time, such as a sign language interpreters, CART Captionists, adaptive technology, note-takers, or relocation of a classroom, require advance notice to the ADA Coordinator. See the Student Handbook for Disability Services for specific lead times.
- The instructor has no obligation to provide accommodations until she or he receives the accommodation letter from the student.
- Student should report any concerns about accommodations to the proctor or ADA Coordinator for the appropriate campus or instructional site.

Campus ADA Contacts

Gadsden Campuses

Ms. Pam Clough, ADA Coordinator

pclough@gadsdenstate.edu 256.549.8462

105 Joe Ford Center,

East Broad Campus (across from One Stop Center)

GS Cherokee

Dr. Danny Wilborn

dwilborn@gadsdentate.edu 256.549.8493

206 Inzer Hall, Wallace Drive Campus

222 CCC, Gadsden State Cherokee

Ayers Campus

Ms. Michele Conger

mconger@gadsdenstate.edu 256.835.5451

Office 154, Ayers Administration Building

McClellan Center

Ms. Cindy Greer

cgreer@gadsdenstate.edu 256.238.9348

Office 1225

Disability Services

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination against any qualified person regardless of his or her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students and visitors will be met unless to do so would present an undue hardship to the College or lower the academic standards of the College.

Students with disabilities requesting accommodations should contact the ADA Coordinator or appropriate campus ADA contact to obtain forms for requesting accommodations and documentation requirements, as well as to be informed of campus procedures involving accommodations.

Accommodations must be requested for each school term. It is the student's responsibility to provide adequate documentation of his/her disability, request accommodation through the appropriate campus contact, maintain contact with that person, and notify the Coordinator of any changes in the accommodations.

The ADA Coordinator or Campus ADA Coordinator will work interactively with the student to arrange reasonable accommodations. The accommodations may include testing accommodations (extended time and/or reduced distraction testing environment, alternative formats), sign-language interpreters or CART Captionists, note takers, assistive technology (use of calculators, where appropriate, tape recorders, assistive software, alternative format textbooks, word processors, CCTVs).

Appeal Process

Questions and concerns regarding accommodations and services for students with disabilities should be directed first to the ADA Coordinator. If the ADA Coordinator cannot resolve accommodations issues, an appeal may be presented to the Disability Services Committee.

Student Accommodation Request Form (ADA)



Gadsden State Community College serves its diverse communities by offering quality academic education, workforce development, and adult education opportunities that are accessible and affordable and that foster lifelong learning and global awareness. Toward that end, the College supports and seeks to comply with the Americans with Disabilities Act (ADA). Gadsden State strives to create a welcoming environment for all students and will work in good faith to provide access and reasonable accommodations to persons with disabilities.

Name: _____ G Number: _____

Address: _____ Phone: _____

_____ Cell Phone: _____

Gadsden State Student E-mail: _____

Preferred E-mail: _____ (for non-confidential info)

Program of Study (Major): _____

Voc. Rehab Counselor: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Nature of Disability:

Accommodation Request (continue on back if necessary):

Signature: _____ Date: _____

Comments (For College use only):

It is the policy of the Alabama State Board of Education and Gadsden State Community College, a post-secondary institution under its control, that no person in Alabama shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Revised Jan. 2017