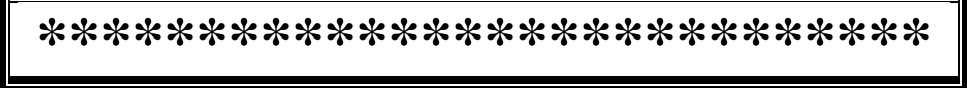




PASSAIC COUNTY COMMUNITY COLLEGE
Office of Disabilities Services
Handbook



PASSAIC COUNTY COMMUNITY COLLEGE
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PASSAIC COUNTY COMMUNITY COLLEGE
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Board Policy

E901 STUDENTS WITH DISABILITIES

In accordance with Public Law 93-112 Title V, Section 504, of the Rehabilitation Act of 1973, We affirm our commitment to equality of opportunity for the disabled.

The college is committed to providing equal educational opportunity for all students, including those with disabilities. Reasonable accommodations as described by the *Americans with Disabilities Act* of 1990 are available to self-identified students with documented disabilities, after review of documentation by appropriate college personnel.

Approved: 8/14/85
Revised: 9/15/03

Mission Statement

Passaic County Community College is committed to providing accommodative services to physically, emotionally and/or cognitively-challenged students in compliance with federal laws, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

Description of the Office

The ultimate goal of this office is to promote and support the student's **self-advocacy**: the ability of a student to articulate information concerning a physical, emotional, sensory or learning challenge to the appropriate college personnel for the purpose of obtaining accessibility to the programs and services offered at PCCC. To that end, the following information should guide the college community, working collaboratively with the Office of Disabilities Services, in assisting such students.

Location of the Office of Disabilities Services – PATERSON campus

The disabilities specialist's office is located on the second floor in the spine of the main building in **Room S204** easily accessed by the **ELLISON STREET or BROADWAY STREET / MEMORIAL DRIVE ENTRANCES**. The office phone number is **973 684 6395**.

The Coordinator of Disabilities Services is located on the second floor of the Academic Building in the **Center for Student Success, Room A232**. The office phone number is **973 684 5215**.

PASSAIC COUNTY COMMUNITY COLLEGE
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Admission to the College: Intake Interview

Prior to taking the College Placement Test, the applicant is required to contact the Office of Disabilities Services to arrange for the *In-Take Interview* **on the Paterson campus**, at which time the prospective student is required to provide appropriate documentation supporting his/her disability. (Refer to SAMPLE form in Appendix P10.)

During this interview the candidate agrees to release pertinent records allowing ODS to collaborate with appropriate personnel in all matters relating to the candidate's disabilities. (Refer to SAMPLE form in Appendix P11)

Orientation

Those students who have registered with the ODS are invited and encouraged to attend an annual orientation held usually by the end of September of the new academic year. During this orientation, the ODS will inform students of existing and new practices, policies, and procedures affiliated with the disabilities services program. (Refer to SAMPLE letter in Appendix P9.)

Documentation

Students who wish to do so may present documentation of a disability to the college for the purpose of requesting accommodations or academic adjustments. The following is a list of documentation requirements:

- *Physical or sensory challenge*: doctor's report specifying diagnosis and listing appropriate ways of accommodating the diagnosed challenge in the college setting;
- *Psychiatric/psychological*: report by the student's psychologist, psychiatrist or other appropriate professional specifying diagnosis and impact on college performance; if possible, suggestions for accommodating the disability in the college setting should be included;
- *Learning disability*: recent (not older than three years) Learning Evaluation and Psychological Assessment. These reports should include sub-test scores (percentiles, not grade levels). The Psychological Assessment should include scaled scores of the sub-tests, not just the IQ's.

An IEP (Individualized Educational Plan) is sufficient for documentation if it contains the above information specific to the disability.

Accommodations

Students who present recent (dated within three years) documentation may request academic adjustments to the regular college program. These adjustments will be requested in writing by the ODS and presented to the student's instructors. The special needs student will work with the ODS at the beginning of each semester, referring to the documentation, to determine which classes will require a request for academic

adjustments. This decision will be made by reviewing the course requirements listed in the syllabus and by considering the pattern of strengths and challenges outlined in the student's documentation. The following are examples of academic adjustments that may be requested *if deemed appropriate*:

- Use of audio/video recording equipment; assistive technology software
- Use of a computer for written assignments (including in-class assignments)
- Use of recordings for the Blind & Dyslexic Books on tape
- Preferential seating
- Extended time

Students with physical challenges may require accommodations which permit them to participate fully in college programs for which they are "otherwise able". Students with such needs can arrange with the ODS for assistive devices or circumstances which make programs accessible to them.

Students are responsible for submitting the accommodations letter (See SAMPLE in Appendices P13-P14) to their instructors, preferably **within the first two weeks of classes for Fall/Spring semesters and by the 2nd class day for Summer sessions** in order to ensure that *any and all* necessary accommodations will be provided. Students should arrange for a private discussion with each of their instructors to explain why they need the recommended accommodations.

Disabilities Services Aides

The primary role of a disabilities services aide is to provide direct services to students with disabilities that require accommodations. The following are examples of disabilities aides and their role:

- 1) **Reader:** some students with disabilities need the services of readers to assist them with their academic coursework. At times, a reader may accompany students to class in order to read materials presented during lecture, or they may spend a designated amount of time outside the classroom reading books onto audio-tape for student use at a later time.
 - Students with visual impairments and learning disabilities who require books on tape should register for membership with the **Recording for the Blind and Dyslexic (RFB & D)** in Princeton, New Jersey, phone **(609) 452 – 0606**. Contact the ODS to obtain funding for this membership.
- 2) **Scribe:** The role of the scribe is to take direct dictation from students who are significantly impaired from performing the physical task of writing for themselves.
- 3) **Note-taker:** The role of the note-taker differs from that of a scribe. The note-taker does not take dictation from students; instead, s/he copies board notes or extracts important information from lecture notes
 - **Using note-takers** – Students requiring the services of note-takers *are responsible for getting a note-taker for each class deemed by ODS to be "a reasonable and appropriate" request*. At the beginning of each

- semester, students should meet with their instructors and explain that they will need a note-taker and would like the instructor's help in identifying a disabilities aide from the class to provide this service. Once the aide is identified, the students receiving the service need to contact the Office of Disabilities Services of the aides who will be assisting them AND inform the disabilities aides to contact the Office of Disabilities Services so they can complete the necessary paperwork for compensation, *if deemed appropriate*, for these services.

Testing Accommodations

The ODS coordinates special testing accommodations for students who are eligible for alternative testing environments and formats. If you believe you are eligible for testing accommodations, you need to contact the ODS as soon as you become aware of your test date.

STUDENT APPEAL – GRIEVANCE PROCEDURE

<p>PASSAIC COUNTY COMMUNITY COLLEGE has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by federal regulations implementing section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and ADA state, in part, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such an entity.</p>	<p>In instances where students believe that they have experienced discrimination on the basis of their disability as addressed by Section 504 of the Rehabilitation Act of 1973 and the ADA, they may seek remedy by contacting the Office of the Coordinator of Disabilities Services (ODS) at <u>973 684 5215</u>.</p>
<p>***** It is advisable that disabled students contact ODS as soon as they become aware of their appointment with the Academic Appeals Committee. *****</p>	<p>If the complainants are not satisfied with the outcome achieved through the ODS, they may appeal the decision or initiate the same procedure through the Affirmative Action Officer, Michael Silvestro, in Room E505, telephone: (973) 684 – 6107, who has been designated to coordinate section 504/ADA compliance efforts.</p>
<p>*****</p>	<p>***** All complaints will be processed in a timely and efficient manner. *****</p>

Evacuation Plan

At the beginning of each semester, an evacuation plan is mailed to all students who are *mobility impaired*. Refer to Appendices P15-P17 for a sample letter outlining the evacuation procedures and meeting stations.

STUDENTS ARE RESPONSIBLE FOR DIRECTLY ALERTING THE OFFICE OF PUBLIC SAFETY OF ANY ADDITIONAL TIMES AND ACTUAL LOCATIONS SPENT ON CAMPUS OUTSIDE CLASS TIME. (Refer to P18 SAMPLE)

Affirmative Action Statement

Passaic County Community College is committed to the principles of equal employment and equal educational opportunity for all persons without regard to race, color, ancestry, creed, national or ethnic origin, age, sexual orientation/preference, religion, sex, disability or status as a disabled veteran or veteran of the Vietnam Era, in the administration of its educational programs, activities, or employment in **accordance** with applicable Federal statutes and regulations.

RELEVANT TOPICS

Release of Records

When students exit the college and request their ODS file, they are required to schedule an appointment with the disabilities specialist for the purpose of updating their **Release of Records** agreement.

Eligibility for Services

Eligibility for services requires students to maintain appropriate documentation. In order for students to receive academic adjustments and/or accommodations, they must be registered with ODS.

Eligibility for continued and additional services is dependent upon updated and current documentation.

PASSAIC COUNTY COMMUNITY COLLEGE
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Appendices

Forms

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P 10	In-take
P 11	Release of Records
P 12	Contact Log
P 13-14	Academic Adjustment/Accommodations
P 15-17	Evacuation Procedure / Stations / Class schedule
P 18	Notice: CLASS SCHEDULE PERTAINING TO <i>EVACUATION PROCEDURES</i>
P 19	Brochure

PASSAIC COUNTY COMMUNITY COLLEGE

One College Boulevard
Paterson, NJ 07505-1179
973 684 6395

Office of Disabilities Services

August 31, 2006

SAMPLE

Dear Student:

Welcome to the Fall 2006 Semester! The office is writing for two reasons....

First, an **orientation for new and returning students** *who are registered with the Office of Disabilities Services* has been scheduled on **TUESDAY, 09/19/06 – OR — WEDNESDAY, 09/20/06 FROM 3:00 – 4:15PM.** We would like to take this opportunity to distribute an updated handbook; share important information regarding the policies, procedures and practices of the *Office of Disabilities Services*; as well as introduce the staff of the Student Support Services from the TRIO program.

Secondly, we want to remind you to **contact** Mr. Walter Donofrio, Disabilities Specialist, to address academic adjustments / accommodations for the FALL 2006 term. You can make an appointment by calling Mr. Donofrio’s office (**973-684-6395**) or by coming to his office (**S204**) during his office hours to arrange a mutually convenient time.

Please remember that PCCC’s policy requires students to submit accommodation requests to their instructors **within the first two weeks of classes (September 6 – 19th, 2006).**

Sincerely,

Therese Slusser, Coordinator of Disabilities Services

Walter Donofrio, Disabilities Specialist

I, _____, **plan to attend the following session:**

_____ **Tuesday, 09/19/06**

_____ **Wednesday, 09/20/06**

Please “X” the line before the appropriate session and return to Therese Slusser in A230 or Walter Donofrio in S204 by Monday, September 11th as a light refreshment will be served and we need to plan accordingly.

PASSAIC COUNTY COMMUNITY COLLEGE
Office of Disabilities Services
One College Boulevard
Paterson, NJ 07505-1179
(973) 684 – 6395

In-take Interview

Name: _____ **DOB:** _____ **Date:** _____

Address: _____ **Phone:** _____

_____ **SS#:** _____

Documentation: _____

High School/Graduation Date: _____

SAMPLE

Strengths: _____

Challenges: _____

Accommodations: _____

Interviewer: _____, **Disabilities Specialist**

PASSAIC COUNTY COMMUNITY COLLEGE

One College Boulevard
Paterson, NJ
07505-1179

OFFICE OF DISABILITIES SERVICES

(973) 684 – 6395

RELEASE OF RECORDS

By signing this release, I, _____ SSN: _____
acknowledge that the professional staff of the Office of Disabilities Services has
my permission to discuss my overall academic performance and my specific
academic needs, including the nature and extent of any disabilities that I have, with
my instructors, advisors, counselors, and other appropriate college officials in all
matters relating to my access to academic programs and services at PCCC.

SIGNATURE: _____ **SAMPLE** _____

In addition, I give permission to the Office of Disabilities Services at Passaic
County Community College, to speak with appropriate personnel for the purposes of
clarifying documentation of my disability and for the release of records necessary to
assist me in my academic program.

SIGNATURE: _____ **Date:** _____

PASSAIC COUNTY COMMUNITY COLLEGE
Office of Disabilities Services
One College Boulevard
Paterson, NJ 07505-1179
(973) 684 – 6395

CONTACT LOG

Name: _____ **Phone** _____

Address: _____ **SS#:** _____

_____ **Student ID:** _____

DATE: **NOTES / COMMENTS:**

SAMPLE

FOR OFFICE USE

ONLY

PASSAIC COUNTY COMMUNITY COLLEGE
Office of Disabilities Services
(973) 684 - 6395

To: _____
From: Walter Donofrio, Disabilities Specialist
Re: Academic Adjustments and Accommodations
Date: _____

SAMPLE

This is to inform you that the student listed below is enrolled in your _____ class for the _____ semester. The student has presented this office with documentation of a disability and has given permission to discuss any academic needs with you.

Student: _____ S.S.N.: _____ PCCC ID : _____

The above-named student's documentation indicates the following academic adjustments would equalize chances for success in your class:

___ *Testing:* ___ extended time = ___ time and one-half = ___ double time
___ distraction-reduced setting ___ alternate format

___ *Extended time on in-class / homework requirements and assignments*

___ *Use of computer for in-class assignments*

___ *Alternate form material.*

___ *Assistive note-taking:* ___ tape record lectures; ___ note-taker

___ *Disability Aide:* ___ reader; ___ scribe; ___ sign language interpreter.

___ *Use of wheelchair-suitable table strategically placed to facilitate vision and auditory reception of lecture and discussion.*

___ *Medical condition causing absences. (Student to make-up work, if possible.)*

___ *Use of Assistive technology*

___ *Transportation:* _____

___ *Other:* _____

Instructors: Assistance in implementation of the recommended academic adjustments can be obtained by contacting this office at (973) 684 – 6395.

About the Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. Under the ADA, colleges and universities are obliged to provide “reasonable accommodations” and academic adjustments to persons who submit documentation of the disability. The adjustments which are suggested here are supported by the student’s diagnostic data.

Student Signature
White copy – Instructor

Yellow Copy – Student

Date
Pink Copy – Office of Disabilities Services

The Accommodations Form....

- is a written notice of the accommodations each student is to receive.
- is designed to provide the student with an equal opportunity to participate in all educational activities
- requires active participation of the student, Faculty and the Office of Disabilities Services. These roles are described below:

Student's Role: It is the student's responsibility to....

- request support services/accommodations
- provide the ODS with sufficient disability-related documentation from an appropriate licensed professional
- describe the impact of their disability in an academic setting
- disclose the disability to the instructor
- present the accommodations form to the instructor
- request accommodations each semester in a timely manner with the ODS

Faculty's Role: It is the instructor's responsibility to....

- meet with the student to discuss accommodations
- make suitable agreements for those accommodations as appropriate
- address questions regarding the provision or the appropriateness of the recommended accommodations to the disabilities specialist noted on the form
- recommend to students who reveal a physical, sensory, learning and/or psychiatric/psychological disability to seek assistance from the ODS

The Office of Disabilities Services Role: It is the ODS's responsibility to....

- review disability documentation
- verify that the documentation satisfies disability verification guidelines
- implement an intake process with the student to assess the impact of the disability or disorder
- collaborate with the student to compose an accommodations form
- communicate with departments or individual faculty members to better understand the accommodations process

Current federal and state legislation (Americans with Disabilities Act, 1990, Section 504 of the Rehabilitation Act of 1973) states that academically qualified students with disabilities be reasonably accommodated in instruction and academic assessment. In order to be eligible for services, students must have a documented disability. A disability is legally defined as a physical or mental impairment substantially limiting one or more major life activities (e.g.: walking, speaking, seeing, hearing, sitting, breathing, learning, or caring for oneself). Accommodations are intended to provide equal access as required by law; they are not intended to fundamentally alter the course/program or to create an undue financial or administrative burden to the faculty or college.

Office of Disabilities Services

SAMPLE

July 31, 2007

Dear _____

Enclosed is a copy of the *Emergency Evacuation Procedures* used at Passaic County Community College. Attached to the procedures is a list of *Emergency Evacuation Meeting Stations* on campus. Your class schedule for _____ has been forwarded to the Office of Public Safety in order to allow PCCC personnel to assist you in the event of an emergency requiring building evacuation.

It is important that you become aware of the Emergency Evacuation Meeting Stations on each floor (excluding ground floors) of all PCCC's buildings. **Signs are composed of red lettering, with a blue wheelchair symbol on white background. They are located near the ceiling.** Please refer to the enclosed list of meeting stations. In the event of an actual emergency or a drill, when elevators are disabled, please follow these steps:

- Exit your classroom at the sound of an alarm
- Report to the nearest Emergency Evacuation Station (see diagram of the sign)
- Remain at the Emergency Evacuation Meeting Station until school personnel arrive to escort you from the building.

PCCC personnel will use your current class schedule to determine your location at the time of evacuation. They will report to the Emergency Evacuation Meeting Station nearest your assigned room. **It is very important that you notify this office with your new class schedule prior to the start of each semester.**

Please help us to help you! Your cooperation is essential.

Feel free to contact this office at (973) 684 – 6395 or the Office of Public Safety at (973) 684 – 5403 if you have any questions regarding emergency evacuation.

Sincerely,

Therese Slusser, Coordinator of Disabilities Services
Walter Donofrio, Disabilities Specialist

ATTACHMENT:

EVACUATION LETTER – P. 2

Emergency Evacuation Meeting Stations

	Main Locations	Alternate Locations
Academic Hall		
Second Floor	Lobby – CSS	Room – A206
Third Floor	Lobby – Elevator	Room – A301
Founders Hall		
Second Floor	Wheelchair Lift E207	Lobby – CSS
Third Floor	Room – E305	“A” Building Elevator (Spine)
Fourth Floor	Elevator	-----
Fifth Floor	Elevator	-----
Hamilton Hall		
Basement	Elevator	Rear Fire Exit
Second Floor	Elevator	Rear Fire Exit
Third Floor	Elevator	Rear Fire Exit
Hamilton Club Building		
First Floor	Lobby – Elevator	-----
Second Floor	Lobby – Elevator	-----
Third Floor	Lobby – Elevator	-----
Wanaque Academic Center		
All “Ground Floor” Exits		-----
Public Safety Academy		
Broadway Site		Main Entrance

Elevator
SAMPLE
 Elevator

STUDENT SCHEDULE PERTAINING TO EVACUATION PROCEDURES

Name: _____ [] fall [] winter [] spring [] summer _____ (year)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME	SATURDAY
7:30 AM 8:50 AM						8:00 AM	
9:00 AM 10:20 AM						10:40 AM	
10:30AM 11:50 AM						11:00 AM	
12:00 PM 1:20 pm						1:40 PM	
1:30 PM 2:50 PM						2:00 PM	
3:00 PM 4:20 PM						4:40 PM	
4:30 PM 5:30 PM							
5:30 PM 6:50 PM							
7:00 PM 8:20 PM							
8:30 PM 9:50 PM							

SAMPLE

**Passaic County Community College
One College Boulevard
Paterson, NJ
17505-1179**

To: Mobility-impaired students at PCCC

From: The Office of Disabilities Services (973 684 6395)

Re: CLASS SCHEDULE PERTAINING TO *EVACUATION PROCEDURES*

Date: _____

SAMPLE

All mobility-impaired students registered at Passaic County Community College are required to submit current class schedules to the Office of Disabilities Services. College policy requires that schedules be posted in the Office of Public Safety on the first day of class each semester.

In addition, you are responsible for reporting your presence on the college campus other than class time directly to the Office of Public Safety.

My signature below indicates that I, _____,
have been informed of my responsibility to alert the Office of Public Safety of my
presence on campus outside class time.

(Signature)

(Date)

BROCHURE

**REFER TO SEPARATE
HAND-OUT**