

Central Wyoming College
Services for Students with Disabilities
Student Handbook

**Contact Information:
Disability Services Office**

Lizette Heredia, Disability Services Coordinator
307 855-2012

Disability Services

STUDENT RESPONSIBILITIES

The Disability Services Coordinator strives to provide support services that will help you achieve a successful educational experience at CWC. All accommodations provided must be appropriate for your documented disability. Your responsibilities as a student requesting accommodations from Disability Services are as follows:

- o Provide the Disability Services Coordinator with appropriate recent documentation of your disability from a qualified professional and complete the Disabilities Intake Form.
- o Visit with the Disability Services Coordinator **before** the beginning of **each** semester, providing a copy of your course schedule and establishing accommodations for that semester. (Accommodations are not retroactive.)
- o Contact your instructors within the next week to confirm accommodations as approved by the Disability Services Coordinator and make any necessary arrangements.
- o If accommodations are not provided or instructors are not cooperative, contact the Disability Services Coordinator immediately. If staff is unavailable, please leave a detailed message.
- o Advocate for yourself with your instructors and take responsibility for making sure that accommodations are provided. This includes
 - Discussing accommodations with instructors **prior** to enacting your accommodations. This includes before each test and assignment.
- o Inform the Disability Services Coordinator of any changes in your schedule, program of study or personal information such as address or phone number.
- o Inform faculty of any changes to accommodations.

Accommodations may be revoked if you fail to uphold these responsibilities.

All disability-related records will be destroyed five years from the date of initial contact with the Disability Services Coordinator unless you remain actively enrolled at CWC or otherwise notify the Disability Services Coordinator in writing.

Disability Services Office

The Disability Services Office of Central Wyoming College provides confidential assistance for CWC students with documented disabilities. All disability information is considered confidential. These records are not part of the student's permanent

transcript file. CWC has the right to deny accommodations or services without the provision of appropriate documentation of disability. All services are provided free of charge to CWC students.

The Disability Services Office maintains information on disability issues, ADA facts and regulations, and tips for college students with ADD and/or learning disabilities.

The Disability Services Office is located in the Student Success Center in Room MH-123F.

Students who have questions or wish to make arrangements for disability services should call (307) 855-2012 for an appointment or e-mail lheredia@cw.edu.

Disability Services Office Mission Statement

The Disability Services Office provides confidential assistance for students with a documented disability to help maximize independence and encourage integration into all areas of college life.

Examples of Services Provided by the Disability Services Office

Appropriate services and accommodations are determined on a case-by-case basis between the Disability Services Coordinator and the student. The services and accommodations are dependent upon the student's documentation, the disability and the courses involved.

- **Classroom Modifications**
 - Table/Chair Access
 - Wheelchair Accessible Desk
 - Use of Elevator
 - Use of Service Animal
- **Communication Accommodations**
 - Listening Devices
 - Sign Language Interpreter
 - Oral Interpreter
- **Printed Material Requests and Access**
 - Enlarged Printed Handouts/Tests
 - Electronic Textbooks
 - Text to Speech Technology
 - Closed Captioned TV
 - Use of color overlays for printed work
- **Note Taking Accommodations**
 - Ability to record and photograph lectures
 - Note taker in classroom
 - Handouts, slides, lecture notes provided in advance

- **Exams and Written Assignment Accommodations**

- Speech to text technology
- Text to speech technology
- Human reader
- Testing in an alternate setting
- Extended test time
- Scribe
- Paper tests
- Flexibility on assignment due dates

Other: As determined by the Disabilities Coordinator and the student

Services NOT provided by the Disability Services Office

Services that **cannot** be provided include personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature such as typing or a tutor outside the Student Success Center. If students need any of these services, they are responsible for providing and paying for these services.

Documentation of Disabilities

CWC has established Documentation Guidelines that set standards for appropriate and acceptable documentation of disabilities. Documentation must be provided by an appropriate professional and requires the following:

- Diagnosis of the student's current disability
- Date of the diagnosis
- How the diagnosis was reached
- Credentials of the professional
- How the disability affects a major life activity
- How the disability affects the student's academic performance

The documentation must provide enough information so that the student and the Disability Services Coordinator can determine appropriate academic adjustments and accommodations.

If a student does not have documentation of his or her disability or the documentation provided does not meet the Documentation Guidelines set by CWC, it is the responsibility of the student to pay for or find funding to pay for an appropriate professional to document the disability and the need for accommodations. The Disability Services Office does not provide diagnostic testing. With enough evidence gathered by faculty and staff, students may be as regarded. Meaning the student can not pay for or find funding for the diagnoses. If the students' professors believe that the student will benefit from having some accommodations, staff and disability counselors may write up a letter and that will count as documentation.

Academic Integrity

While reasonable academic adjustments and accommodations often involve differences in specific requirements and methods of evaluation, **integrity of the educational program cannot be sacrificed**. Lowering academic standards and waiving essential program requirements result in a different form of discrimination. CWC's goals and responsibilities regarding the education of students with disabilities are no different from those regarding the education of other students, even though additional accommodations and considerations may be necessary.

Confidentiality

Under most circumstances, information shared with the Disability Services Coordinator is confidential and will not be shared without the written permission of the student. It is inappropriate for faculty, staff or administrators to single out students with disabilities and discuss their personal situation with others not involved with provision of services. While disability information will not be shared, information about accommodations will be shared as necessary among the Disability Services Coordinator, CWC instructors and staff, and outreach campuses via oral and written communication, such as letters, phone, e-mail and fax.

Student Rights and Responsibilities

Unlike elementary and secondary education, students in post-secondary education are responsible for requesting accommodations. Students with disabilities also have the following rights and responsibilities:

- o CWC has Policies and Procedures for requesting services related to disabilities. Students are responsible to know and follow these procedures.
- o Students initiate all requests for services and/or accommodations at the Disability Services Office.
- o Submission of documentation is not a request for services.
- o Students need to meet with the Disability Services Coordinator for an intake appointment and discussion about their disabilities and the accommodations they are requesting.
- o An Individualized Education Plan (IEP), 504 Plan, or General Education Initiative may provide enough information for the documentation of disability and provision of needed accommodations. If these documents do not provide enough information to receive services further documentation may be needed.
- o Students need to give advance notice of needed accommodation(s) 30 days prior to the beginning of the semester.
- o Disability-related records will be used to determine appropriate services and will be maintained in the Disability Services Office, separate from academic records.
- o All students have the right to equal access to all programs, services and activities at Central Wyoming College.

- o Central Wyoming College and the Disability Services Coordinator have the following rights and responsibilities:
 - CWC reserves the right to determine the appropriateness of submitted documentation and requests for reasonable accommodations on a case-by-case basis utilizing the professional judgment of the Disability Services Coordinator.
 - Additional information may be requested to determine eligibility for services.
 - Relevant information regarding the student's disability may be shared with those who have a legitimate educational interest.
 - All disability-related records will be destroyed five years from date of initial contact with Disability Services Coordinator, unless the student remains actively enrolled at CWC or otherwise notifies the Disability Services Coordinator in writing.

Requesting Accommodations

All students requesting accommodations must meet with DSO staff and provide appropriate documentation of his or her disability. **Accommodations may not be available at the beginning of the semester if they are not requested approximately 30 days before classes begin.**

Prospective Students

Students interested in attending CWC should contact the Disability Services Office for information regarding available accommodations, make an appointment to fill out intake information, provide disability documentation and discuss possible accommodations. Students also may contact the Disability Services Coordinator for information at (307) 855-2012 or at

Current Students

Students currently attending CWC who want to request accommodations should make an appointment with the Disability Services Coordinator to fill out intake information, provide disability documentation and discuss possible accommodations. To continue accommodation services, students must schedule an appointment with the Disability Services Coordinator approximately 30 days prior to the CWC course start date **each** semester.

Accommodation Request Process

- *Initial Intake* or *Intake Update* forms must be completed by the student.
- Enrolled students must provide a copy of their schedules **each** semester when requesting accommodations. Accommodations will not be provided if they are not requested **every semester**.
- Approved documentation of the student's disability must be placed on file in the Disability Services Office.

- Reasonable accommodations shall be determined on an individual case-by-case basis between the Disability Services Coordinator and the student.
- An *Accommodations Request Form* must be signed by the student. The original will go on file in the Disability Services Office, and a copy will be sent to the appropriate instructors advising them of the student's accommodations.
- Students using CWC assistive equipment will be required to sign an *Equipment Checkout & Policy Agreement* Form. Students will be held responsible for the full repair or replacement cost of equipment damaged or lost due to negligence. Failure to pay this debt will result in blocked registration, holding of student transcripts and legal action if necessary.
- CWC will not be held responsible for equipment malfunction, maintenance services or unattainable contracted services. Every effort will be made to provide alternate accommodations.
- The Disability Services Coordinator will attempt to contact students if it is necessary to adjust, add and/or remove accommodations.
- Students should check inside each of their classrooms and notify the Disability Services Coordinator of any access problems.

Testing Accommodations

Students with disabilities have the legal right to a case-by-case determination of accommodations for testing and assessment. Examinations must evaluate the student's knowledge and achievement rather than limitations resulting from their disability. Accommodations stated on the *Accommodation Request Form* from the Disability Services Coordinator will depend upon the nature and degree of the limitations resulting from the disability, the nature of the course material, the type of test, and the abilities of the student to use alternative test-taking methods.

Service Animals

The American with Disabilities Act (ADA) defines a service animal as an animal that is individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are not pets, but working animals. Service animals perform some functions and tasks that persons with a disability cannot perform himself/herself. Animals are considered "service animals" under the ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Animals whose sole purpose is to provide a person with a disability emotional support, well-being, comfort, or companionship are not considered service animals.

Some students with disabilities use service animals to allow greater independence and mobility. The following guidelines apply to service animals at CWC:

- A service animal is allowed to accompany an individual with a disability to most areas on campus where students are normally allowed to go including housing.
- An individual with a service animal may not be segregated from other students.
- A service animal may be excluded from a facility, including a classroom, if that animal poses a direct threat to the health and safety of others.
- A service animal may be excluded from a facility, including a classroom, if that animal's behavior, such as barking, is disruptive to the other participants within the facility.
- If a service animal is excluded from a facility, the individual with a disability will be given the option of continued classroom participation with accommodations or may withdraw from the class.
- The service animal must be clean, in good health, with current rabies vaccines.
- Service animals must be on a leash at all times.
- Service animals are required to wear a vaccination tag at all times.
- All owners and or users of service animals are responsible to clean up after and properly dispose of their animal's feces while on campus.

Assistance Animals in Housing

The Fair Housing Act and the U.S. Department of Housing and Urban Development's (HUD) defines an assistance animal as an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person's disability. An assistance animal is not a pet.

Individuals with a disability may request to keep an assistance animal as a reasonable accommodation to a housing provider's pet restrictions, including on campus housing. The Fair Housing Act requires a housing provider to allow a reasonable accommodation involving an assistance animal in situations that meet all the following conditions:

- A request was made to the housing provider by or for a person with a disability
- The request was supported by reliable disability-related information, if the disability and the disability-related need for the animal were not apparent and the housing provider requested such information, and
- The housing provider has not demonstrated that:
 - Granting the request would impose an undue financial and administrative burden on the housing provider
 - The request would fundamentally alter the essential nature of the housing provider's operations
 - The specific assistance animal in question would pose a direct threat to the health or safety of others despite any other reasonable accommodations that could eliminate or reduce the threat

- The request would not result in significant physical damage to the property of others despite any other reasonable accommodations that could eliminate or reduce the physical damage

If you require an assistance animal please contact the Disability Services Coordinator at 307-855-2012. Students with approved animals must then meet with the Residential Life Manager and enter into a contract regarding standards of care for the animal and the place of residence. The allowance of an Assistance Animal in CWC Housing does not pertain to allowance on main campus. Different rules apply to the main campus and any request there should be directed to the Disability Services Coordinator for review.

Grievance Procedure

Grievances related to disability issues may be filed under the Student Grievance Process, which can be found in the CWC Student Handbook.

Transitioning to College

Coming to college is a big step for everyone, whether he or she has just completed high school or is returning to school after several years. There are several things students can do to make the transition easier, and we can help you along the way. Here are some things students **must** know:

- **The student** is responsible for requesting services and accommodations from the Disability Services Coordinator.
- **The student** must provide acceptable documentation of his or her disability before any services can be provided.
- **The student** is an adult, and all his or her information will remain confidential, even from his or her parents and spouse without written consent.
- **The student** is responsible for reporting any problems to the Disability Services Coordinator.

An additional resource on post secondary transition is:

<https://www2.ed.gov/about/offices/list/ocr/transition.html>

Differences Between High School and College Requirements

	High School	College
Class Time	Six hours a day for 180 days = 1080 total hours	Twelve hours a week for 32 weeks = 384 total hours.
Study Time	One or two hours a day (much homework is done in class).	Two hours of study per credit hour = three or four hours per day.

Tests	Given weekly or at the end of a chapter; frequent quizzes.	Given two to four times per semester or at the end of a chapter unit.
Grades	Passing grades guarantee you a seat.	Satisfactory academic standing = C's and above; entry into programs is competitive.
Teachers	Often take attendance; may check notebooks; put information on board; impart knowledge and facts.	Rarely take attendance or teach from the textbook; often lecture non-stop; require library research. The student is responsible for information from books, lectures and research.
Freedom	Usually structured; limits are set by parents, teachers or other adults.	The student must decide: Should I go to class? Can I make it on four hours of sleep? Can I skip studying today?
Reading	The reading requirements for most classes can be done with minimal outside work.	College is a reading-intensive environment; analytical reading skills are necessary. If books in alternative format are needed, the student must communicate with the disability services office.
Disability Services	The school has the responsibility to find those who need services and provide those services.	The school has the responsibility to provide services after the student presents documentation of need and requests specific services.
Self-Advocacy	Few opportunities; legal structure makes it difficult for students to take control of their services.	Required: The Office of Civil Rights has ruled that colleges can ask students to assist in the setting up, maintenance and day-to-day management of services.
Tutoring	Often provided as part of support services during the school day; free, individualized and personal; often reiterates or re-teaches class material.	By law, tutoring is considered homework assistance, and colleges are not financially responsible; most colleges provide limited tutoring or drop-in labs; not individualized; the best use of these services requires the student to attempt the homework then come to the lab or tutor with specific questions.
Consistency of Services	Most high schools offer similar services, and the way to access those services is the same.	Each college or university has its own mission, and the services offered reflect the mission; some colleges offer more student support than others; students should shop wisely for the institution that not only offers the courses they want but also offers services with which they feel comfortable.

Adapted from Promoting Postsecondary Education for Students with Learning Disabilities, by Loring Brinkerhoff, Stan F. Shaw, & Joan M. McGuire; p. 6; 1993; PRO-ED, Texas, USA.

Admissions

All students must apply to become CWC students. This is done through the Admissions Office or online at www.cwc.edu. Admissions can be reached at (307) 855-2119 or (800) 855-8418 Ext. 2119. Applicants must fill out an admissions

application. Copies of the college catalog and course schedule are available on the college website at www.cwc.edu.

Academic Skills Assessments (Placement Testing)

All students must provide their SAT or ACT scores. Placement tests for Math can be arranged through the testing center. Students with disabilities may receive accommodations when taking the placement tests if arranged in advance with Disability Services. The purpose of the assessments is to decide what courses students are eligible to take. College courses have prerequisite skills that students must demonstrate before they can be admitted into the class. The assessments indicate students' prerequisite skills.

Orientation

Be sure to attend New Student Orientation. This is an excellent way to learn about CWC and know what to expect. It helps you become familiar with all the services available at CWC such as the CWC Library, the Student Success Center, the Food Court, counseling and advising services that will make your college experience much more positive.

Advising

All CWC students are assigned a Success Coach upon registration. Students with disabilities are encouraged to work with both the Disability Services Coordinator and/or their Success Coach for their major when developing semester schedules.

Selection of courses and course load may be impacted by the student's disability, and disability is a factor that **must** be considered. The key is to make course selections that consider strengths and limitations of each student in order to balance the academic demands of each semester. For example, students who must rely on listening to alternative format reading materials should balance their reading-intensive courses with courses that do not require as much reading in a given semester. Students must also consider physical disabilities when planning class schedules to allow for sufficient travel time between classes.

Residence Halls & Apartments

The Mote and Residence Halls are available to CWC students and include ADA-accessible rooms. CWC has two separate apartment buildings, East and West Apartments. ADA-accessible apartments are available on a space available basis. Contact the Housing Office at (307) 855-2210 for more information about availability and cost.

Transportation

Wind River Transportation Authority Bus Lines (WRTA) provides daily bus service to and from CWC and Riverton, Hudson, Lander, Ft. Washakie, Ethete, and Kinnear. WRTA can be contacted at (307) 856-7118.

Emergency Campus Evacuation

Students with disabilities are strongly encouraged to discuss with the Disability Services Coordinator the process for leaving their CWC classroom and/or the CWC campus in the event of a campus-wide emergency evacuation. If students are in need of physical assistance in the event of an emergency evacuation, they are responsible for notifying a CWC staff or faculty member, or the person nearest them of this need.

AE/HEQ

The Adult Education/High School Equivalency program helps adult students who do not already have a high school diploma obtain a High School Equivalency degree. The program also assists adults who want to improve their academic and job skills. The AE/HEQ Office is located in Main Hall 176C. Call (307) 855-2193 or (800) 735-8418, ext. 2193 for office hours.

Policy

Individuals with Disabilities Requesting Accommodation Services

Central Wyoming College does not discriminate against qualified individuals with documented disabilities in the recruitment, admission, or employment of students; the recruitment and employment of personnel; and the operation of any of its programs and activities, as specified by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008 and the regulations adopted under these laws. Students with documented disabilities requesting accommodation services should do so through the Disability Services Office.

CWC Disability Services Initial Intake

First: _____ MI _____ Last _____

Today's Date _____ Student ID # _____

Cell Phone() _____ - _____ E-Mail _____

Personal Data

Birthdate: _____/_____/_____

Ethnic Origin:

____ Black or African American

____ Native American or Alaskan Native

____ Hispanic/Latino

____ Asian

____ Caucasian or White

____ More than one ethnic origin

____ Native Hawaiian or Pacific Islander

____ Other _____

Are you a Wyoming Division of Vocational Rehabilitation client? ____Yes ____No

Counselor's Name _____.

Are you a Veteran ____Yes ____No

Documentation Information

Do you have documentation for your disability/disabilities? ____Yes ____No

Will you provide a copy of this documentation? ____Yes ____No

Describe primary disability _____

Describe other disabilities _____

Who referred you to the Disability Services Office? _____

Academic Data

What are your educational goals?

____ Certificate of Completion
Degree

____ Associate's Degree

____ Bachelor's

____ Job Training

____ Personal Interest/enrichment

Major/Program of Study _____

**Central Wyoming College
Disability Services
APPROVED ACCOMMODATIONS FORM**

Name:

Email:

Date:

Semester:

Approved Accommodations

<p><u>Classroom Modifications:</u> Table/Chair Wheelchair Accessible Desk Use of Elevator</p> <p><u>Communication:</u> Listening Device Sign Language Interpreter Oral Interpreter</p> <p><u>Print Materials:</u> Enlarged Print Handouts/Tests Electronic Textbooks Text-to-Speech Technology Closed Captioned TV Use of Specific Color Overlays for printed work</p> <p><u>Note Taking:</u> Ability to Record and Photograph Lectures Note Taker in Classroom Handouts, Slides, & Lectures Notes Provided in Advance</p>	<p><u>Exams and Written Assignments:</u> Speech-to-Text Technology Text-to-Speech Technology Human Reader Testing In An Alternate Setting Extended Test Time Time and a Half Double Scribe Paper Test Flexibility on Assignment Due Dates (as agreed on with the instructor)</p> <p><u>Other:</u></p>
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EXAMPLE

Faculty: I will provide the noted accommodations to the best of my ability. If I have questions or concerns, I will work with the student and/or the Disability Services Coordinator to address them. **Information related to this process will be handled in a confidential manner.**

Instructor	Classes

Students: I understand that it is at the discretion of Central Wyoming College's Disability Coordinator to determine what accommodations are appropriate. I allow the CWC Disability Coordinator to release this accommodation information to my instructors and success coach. Information related to this process will be shared on an as-needed basis and will be handled in a confidential manner. I agree to abide by CWC's Student Disciplinary Code and Disability Services Student Responsibilities.

Student Signature:

Disabilities Coordinator Signature:



