Rights and Responsibilities of Students with Disabilities

Students with disabilities at IVCC have the right to:

♦ Equal access to courses, programs, services, activities and facilities offered through the college;
♦ Reasonable and appropriate accommodations and/or auxiliary aids determined on a case-by-case basis;
♦ Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to, except as disclosures are required or permitted by law;
♦ Information, reasonably available in accessible formats.

Students with disabilities at IVCC have the responsibility to:

♦ Meet qualifications and maintain essential institutional standards for courses, degree and certificate programs, services, activities, and facilities;
♦ Identify themselves to the Disability Services Coordinator at the beginning of each semester as individuals with a disability so that appropriate accommodations can be made in a timely manner. Students are strongly encouraged to make this contact several weeks before a semester, or within the first two weeks of each semester.
♦ Provide documentation verifying the disability. Students should follow established documentation guidelines.
♦ Follow procedures for obtaining reasonable accommodations and/or auxiliary aids and services in a timely manner. This would include, but may not be limited to:
  • Scheduling a testing time with instructor and the Assessment Center Staff 3 days in advance of an exam or quiz.
  • Reminding the instructor of the need for accommodation at least 3 days in advance of an exam or quiz
  • Scheduling test reader services with the Disability Services Coordinator, instructor, and/or Assessment Center Staff at least 3 days in advance of an exam or quiz
  • Providing appropriate documentation of a disability at least 3 days prior to testing accommodations being provided
• Allowing at least **3 weeks notice** to the Disability Services Coordinator if an alternate format text is needed. This is due to the supply and demand at Readings for the Blind and Dyslexic.

• Allowing at least **3 weeks notice** of the need for interpreter services or other services needed to accommodate hearing loss.

• Initially setting-up note-taker services **within 10 days** of the beginning of each semester.

• Attending mandatory orientation sessions, or making arrangements for individual orientation if necessary

• Follow recommendations of the Disability Services Coordinator regarding the number of coordinator conferences and study sessions required per semester

• Adhere to the Student Code of Conduct as outlined in the Student Handbook regardless of disability.

• NOTE - If these procedures are not followed, there is no guarantee that accommodations can or will be set up based on immediate need.