



Disability Accommodations Handbook

**Linda Abercrombie, Coordinator
Office of Disability
Accommodations Jones County
Junior College
900 South Court Street
Ellisville, MS 39437
Phone (601) 477-4149
Fax (601) 477-1189
Revised July 25, 2014**

TABLE OF CONTENTS

I. INTRODUCTION.	1
A. The ODA Staff.	1
B. Eligibility .	2
C. ODA Accommodations and Services.	2
II. PROCEDURES FOR ACQUIRING ACCOMMODATIONS	3
A. Registering with ODA: Application and Documentation.	3
B. Intake Meetings .	4
C. Implementation of Accommodations .	4
D. Student Responsibility in Requesting Accommodations.	4
E. College Responsibility. .	4
F. Confidentiality of Records. .	5
G. Student Follow-Up and Evaluation of Services. .	6
H. Student Conduct. .	6
I. Student Complaint/Grievance. .	6
III. FREQUENTLY REQUESTED ACCOMMODATIONS	7
A. Note Takers.	7
B. Interpreters	8
C. Exam Modifications.	9
D. Alternate Format of Books and Information	10
E. Assistance with Registration	10
F. Assistance in Completing Applications for Nonstandard Testing Conditions.	11
G. Transportation	11
H. Handicap Parking.	11
I. Tutoring	11
J. Personal Care Attendants.	12
K. Accessible Furniture.	12
L. Course Substitutions and Waivers.	12
M. Excused Absences.	12
N. Delaying Due Dates.	12
O. Library Services.. . . .	13

TABLE OF CONTENTS (cont.)

IV. ADDITIONAL SERVICES AND POLICIES.	13
A. Medical Emergency Response Procedure for Students with Disabilities.	13
B. Residence Life	14
C. Cafeteria Services.	14
D. Intramurals/Fitness Center	14
E. Student Success Center	15
V. CAMPUS ACCESSIBILITY AND SAFETY..	15
A. Elevators..	15
B. Construction.	15
C. Service Animals	15
D. Student Dismissal for Safety Reasons	16
E. Fire Safety.	16
VI. APPENDICES ..	17
General Information Application	18
Request for Documentation.	22
ODA Evaluation Form.	25
Support Services Log.	26
Interpreter Use Agreement	27
Approval for Library Assistance Form.	28
Note-Taking Agreement for Students with Disabilities	29
Note-Taker Application	30
Service Animal Application	31
Service Animal Registration Form	32
Tape Recording Agreement for Students with Disabilities	33
Student Exam Agreement.	34
Testing Instructions Form.	35
Document Conversion Use Agreement.	36

Resources Consulted in the Preparation of this Handbook:

Student Manual, The Office of Disability Accommodations
The University of Southern Mississippi

Disability Accommodations Handbook
Holmes Community College

I. INTRODUCTION

Jones County Junior College provides reasonable accommodations for students with disabilities through the Office of Disability Accommodations (ODA). ODA verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. ODA administratively falls under the Student Affairs Office, which reports to the Vice-President of Student Affairs. A committee of Jones' faculty and staff representing both academic and non-academic divisions on campus serves in a liaison and advisory capacity to ODA. The ODA committee provides input and direction to ODA operations, and committee members support ODA activities within their respective divisions through mediation and awareness training.

The Office of Disability Accommodations is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. ODA is a non-fee generating program designed to meet the unique needs of JCJC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

A. The Office of Disability Accommodations Staff

Mrs. Linda Abercrombie, Coordinator
(601) 477-4149
linda.abercrombie@jcjc.edu

B. Eligibility

Eligible students include those who are enrolled in degree and non-degree programs offered by Jones County Junior College, and are considered qualified to meet all college program requirements despite a disability, and meet the definition of disability as defined by Section 504 of the Rehabilitation Act of 1973 and the ADA. The definition of disability includes any person who “. . .has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities; has a record of disability or is regarded as having a disability”. Having a medical condition or disability does not automatically ensure that a student is eligible for protection and services under the ADA. For example, if mitigating circumstances such as eyeglasses, hearing aids, or medication offset the limiting effects of a disability, then a student may not be eligible.

Documentation of a disability must substantiate significant limitations, with or without mitigating circumstances, in life areas related to learning. **Students with disabilities who choose not to register with ODA are not covered under the ADA.** In determining if a student is qualified to meet all program requirements, the college must base its decision

on the skills, interests, and aptitudes of a student and not on presumptions that would arbitrarily exclude a student from participation in a program or activity.

C. ODA Accommodations & Services

Toward the goal of equal access for all students, the college strives to remove structural and programmatic barriers. Jones County Junior College is receptive to the needs of students with disabilities across academic and nonacademic programs. Cooperation and coordination between ODA and JCJC faculty and staff enhance the success of the total program. Services and reasonable accommodations may include, but are not limited to, the following:

- Letters to instructors requesting accommodations such as note takers, use of tape recorders in class, extended test-taking time, alternate test formats, enlarged print, and preferential seating
- Document conversion (enlarged font, audiotape, closed captioning, or Braille)
- Exam modifications (extended time, minimal distraction environment, test proctors, readers, or scribes)
- Alternative test formats (short answer, multiple choice, oral, etc.)
- Information coordination and appropriate referrals off campus
- Referral to other campus services (Counseling Center, Student Services, Special Populations, Math Lab, and Library Services)
- Liaison services between JCJC faculty/staff and student about disability needs
- Faculty/staff orientation and technical assistance to faculty/staff on request
- Liaison services with rehabilitation agencies
- Liaison services with departments (technology, admissions, registration, and housing)
- Sign language interpreters, note takers, and readers
- Accessible classroom/location/furniture
- Assistive technology related to instruction
- Assistance in obtaining materials from Book Recordings for the Blind & Dyslexic
- Study skills, learning and coping strategies, career awareness, disability rights and responsibilities, and other specialized training seminars
- Resource center for disability information and publications with up-to-date web-based information and technical assistance

Accommodations are designed to meet the individual needs of each student and are therefore planned and implemented in conjunction with the student's documented disability. The college may refuse a request for an unreasonable accommodation or for any adjustment and/or auxiliary aid or service that imposes a fundamental alteration on a program or activity of the college. Institutions are not required to provide services of a personal nature, such as personal attendants, individually prescribed devices, transportation, or readers/tutors for personal use or study.

The Office of Disability Accommodations will notify instructors of how to accommodate their students with disabilities. **Faculty members will not provide accommodations without first receiving this notification.**

II. PROCEDURES FOR ACQUIRING ACCOMMODATIONS

A. Registering with ODA: Application and Documentation

Students wanting to receive accommodations for a disability must complete an ODA application and provide documentation of the disability. **To ensure timely delivery of accommodations, students are advised to begin the intake process at least six weeks prior to registration for classes.**

Documentation of a disability from an appropriate licensed or certified professional with expertise related to a student's disability must be filed with ODA. Documentation must include a statement explaining how the disability, with or without mitigating circumstances, limits a major life area, thus impacting a student's participation in courses, programs, services, activities, and facilities. Evaluations for the purpose of documentation must have been completed within three-five years of application with ODA; however, exceptions may be necessary depending on individual circumstances. ODA does not assist students in obtaining appropriate documentation, nor does ODA refer students for eligibility evaluations. **All fees associated with procuring documentation are the responsibility of the student.**

The ODA Director is responsible for reviewing and approving the application and documentation, and the ODA committee may be consulted if necessary. The college also has consultants: qualified professionals who are available to review questionable documentation to assure that such documentation meets Section 504 and ADA disability criteria. Once the application and documentation are approved, ODA contacts the student to inform him/her that he/she is registered with ODA and offers to schedule an "intake meeting."

B. Intake Meetings

In the initial intake meeting, the student, who is approved as having an eligible disability under the ADA, identifies his/her needs and makes requests for accommodations. ODA may perform a substantive review of requested accommodations and explore reasonable alternatives to the requested accommodations. In order to be approved, accommodation requests must be appropriate for the student's disability and supported by the documentation of the specific disability. **Approved accommodations are not retroactive.** Changes in class schedules and/or in the implementation of the approved accommodations must be reported to ODA by the student receiving the accommodation.

Requests for accommodations should be made in advance to allow reasonable time to prepare for implementation. Last minute requests for accommodations may not be granted.

C. Implementation of Accommodations

Once ODA approves accommodation requests, ODA submits an email to their instructors describing the approved accommodations. **Students are expected to maintain contact with the ODA. It is the student's responsibility to inform ODA if there is a problem with the approved accommodations.**

D. Students Responsibility in Requesting Accommodations

Students registered with the Office of Disability Accommodations are expected to self-identify their needs for reasonable accommodations to the Director. Identified needs for reasonable accommodations must relate to the documentation of the disability. Upon approval of accommodations by the ODA Director, ODA personnel will work with the student to develop an individualized accommodation plan. Students, however, must meet degree or essential course requirements as established by the College or course instructor. Unreasonable accommodations, adjustment, and/or auxiliary aids or services that impose a fundamental alteration on a program or activity of the College, may be refused. Reasonable accommodations are designed to ensure that students have equal opportunity to attain the same level of performance and to enjoy equal benefits and privileges as are available to students without disabilities. Students are responsible for procuring or paying for services related to personal use and study.

Students with disabilities have the responsibility to

- Self-identify disability status to ODA in a timely manner
- Provide current documentation of a disability from an appropriately certified or licensed professional
- Request in a timely manner specific accommodations that are appropriate to his/her documented disability
- Maintain reasonable contact with the ODA
- Follow procedures outlined by ODA

If students' approved accommodations are not implemented in a satisfactory manner, it is the **student's responsibility** to inform ODA as soon as possible. Delays in reporting problems with accommodations may result in loss of opportunity to correct the situation.

E. College Responsibility

Under the provisions of Section 504 of the Rehabilitation Act and the ADA, Institutions of Higher Learning must provide reasonable accommodations that afford equal educational opportunities for students with disabilities. Section 504 states that “. . .No otherwise qualified person with a disability in the United States . . . shall, solely by reason of . . . disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Under the Provisions of Section 504, JCJC “. . . may not discriminate in the recruitment, admission, educational process, or treatment of students.” **Students who have self-identified, provided documentation of disability, and requested reasonable accommodations related to their specific disability are entitled to receive the following: information in accessible formats upon request, approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities in the most integrated and appropriate settings.** Section 504 does not compel educational institutions to disregard the disabilities of individuals or to make substantial modifications in programs to allow individuals with disabilities to participate. Academic requirements which are essential to the program of instruction being pursued by a student or any directly related licensing requirements are not regarded as discriminatory, even if they have an adverse effect on individuals with disabilities. Thus, academic requirements may not serve as barriers to equal opportunity, unless they are deemed essential to a degree program or licensing process.

According to Section 504 of the Rehabilitation Act of 1973 and the ADA, institutions should make reasonable accommodations so that no student with a disability is denied the benefits or excluded from participation in, or otherwise subjected to discrimination under any of its education programs or activities because of an absence of educational auxiliary aids. Auxiliary aids include, but are not limited to typed texts, lecture notes, film transcriptions, interpreters, readers or taped texts, and adapted classroom equipment. **Institutions are not required, however, to provide services of a personal nature such as personal attendants, individually prescribed devices, transportation, or readers/tutors for personal use or study.**

Achieving reasonable accommodations for students with disabilities involves shared responsibility between ODA, students, faculty, and staff. It is the responsibility of the College to educate personnel and faculty regarding the rights of students with disabilities and the policies of ODA. JCJC faculty and staff must provide reasonable accommodations that assist students in accessing college resources and in fulfilling degree requirements as established by the college. **When students request accommodations without prior notification from ODA, JCJC faculty and staff will refer the students to ODA.** Then ODA will verify the documentation of the disability and plan for reasonable and appropriate accommodations that meet the mandates of federal legislation.

F. Confidentiality of Records

The Office of Disability Accommodations respects students’ rights to confidentiality and strives to keep information provided ODA confidential. ODA requires students to complete a consent form prior to receiving or releasing information, even to parents. Students who enroll in college are considered adults and must act on their own accord. With a student’s permission, ODA will consult with parents, faculty, staff, and relevant professionals, but reserves the right to request the student’s presence. ODA will not disclose specific information about a student’s disability or the nature of the disability

unless the student makes a direct request to ODA and signs the Consent Form section on their General Information Application (See Appendix). Only authorized ODA personnel have access to the records. Students' records may, however, be disclosed where permitted or required by law.

G. Student Follow-up and Evaluation of Services

At the end of each semester and prior to graduation or leaving the college, students will be asked to evaluate services provided by ODA by completing a satisfaction with services questionnaire (See Appendix).

H. Student Conduct

Inappropriate behavior toward persons providing accommodations, instructors, and/or other students or staff will not be tolerated. **Such behavior may result in the loss of privileges or services.** The college's discipline policy will be adhered to as outlined in the Student Handbook.

I. Student Complaint/Grievance

Jones County Junior College is committed to providing prompt and effective resolution of student complaints or grievances. The college encourages informal resolution of complaints as close to the source as possible. Students considering filing a grievance should keep in mind that the college may deny a student's request for accommodations and/or auxiliary aids that impose an undue hardship on the campus or which substantially modify academic standards, programs, or course work. When a student's request for disability accommodations and/or auxiliary aids is denied, students should first express their concerns to the Director of the Office of Disability Accommodations. If a student wishes to file a formal complaint against a college employee, he/she should contact the Vice President of Student Affairs. The college has also established an ODA Committee of professionals who review questionable accommodation requests to ensure that the College is in compliance with Section 504 and ADA.

Procedure for Students' Complaints and Grievances

1. Complaints and grievances of a Jones County Junior College student should be formally presented to the Vice President of Student Affairs. The complaint should be written and delivered in person or by mail to the grievance officer (Vice President of Student Affairs).
2. Upon receipt of a complaint or grievance, the Vice President of Student Affairs will within two days attempt to alleviate the complaint using an informal process. Steps that may be taken at this point include additional fact-finding, a meeting with the accused party, and a meeting with the complainant and accused separately or together.
3. If the complaint or grievance is not settled to the satisfaction of the student, the student may request a hearing with the Student Affairs Committee to be held within five school days of the request.

4. If the Committee hearing is unsatisfactory, the complainant may appeal the decision to the President of the College. All appeals to the President must be written and delivered in person or by mail to the Office of the President within five (5) days of the decision of the Committee. The President will review the written appeal of the complainant and the transcript of the Committee hearing. The President may rule on the appeal or may schedule a meeting with the complainant. The President's ruling will be delivered in writing through the mail to the complainant.

5. Students have the right to file complaints with the Office of Civil Rights (OCR); however, OCR will not investigate a complaint until the college's internal grievance procedure is complete. OCR's contact information is:

*Office of Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201
Voice Phone: (214) 661-9600
Fax: (214) 661-9587
TTY Relay: 1-800-676-3777*

III. FREQUENTLY REQUESTED ACCOMMODATIONS

A. Note takers

This service is provided by student volunteers or workers enrolled in the same class section as the student requiring a note taker.

Procedures for Obtaining Note takers:

1. The Office of Disability Accommodations will email the accommodations letter to the instructor.
2. The instructor will make an announcement requesting a student to act as a note taker. The student who is served by ODA **will not** be identified as the individual requiring this accommodation.
3. The student indicates his/her preferred method of exchanging notes.
 - (a) If the student prefers that his/her identity remain confidential, ODA will inform the instructor. In this situation, the instructor will act as intermediary between the student and note taker. It is the responsibility of the student to pick up his/her copy of the notes immediately after the class or during the instructor's regular office hours.
 - (b) If the student prefers direct contact with the note taker for exchanging notes, the instructor can introduce the student to the note taker in a setting that will insure the confidentiality of the student. Together, the student and note taker will decide upon a time and place to exchange the notes.

4. If the student requiring the note taker service does not receive the notes, it is the student's responsibility to alert ODA of the problem. Once informed, ODA will quickly facilitate the resolution of the problem. **Note takers are not required to provide notes for classes that students miss or for the portion of the class that students do not attend.**

B. Interpreters

Upon request, interpreting services are provided for students with documented hearing loss or deafness. Students qualifying for interpreter services are responsible for keeping a record of interpreter hours.

Procedures for Obtaining Interpreting Services:

1. A student with a hearing disability makes a request to ODA for an interpreter. When making the request, the student provides ODA with the exact dates, times, and locations for interpreter services.
2. ODA contacts the interpreters and arranges the services.
3. Interpreters maintain time sheets. Time sheets must be signed by the interpreter, the instructor, and the student requiring the service.
4. The interpreter turns in time sheets to ODA.

Students receiving reading and/or interpreter services are responsible for notifying ODA of class cancellations, changes in schedules, or absences. Assuming there is no emergency, ODA requires 24 hours notification. Failure to notify ODA of cancellations, changes in schedules, or absences may result in loss of interpreter services. ODA schedules all interpreters. A student may only request services from an individual interpreter if he/she intends to assume personal financial responsibility or payment for requested services. Interpreters are not provided for personal use.

All students using interpreter services must sign an Interpreter Use Agreement form. A copy of this form can be found in the Appendix.

Both oral and sign language interpreters must have appropriate qualifications. Qualified interpreters:

- Interpret for classroom/lab and school sponsored activities and events, workshops, meetings, and campus activities when assigned.
- Provide information to instructors, students, or other staff on how to maximize benefits or interpreter services.
- Understand and professionally comply with the Code of Ethics of the Registry of Interpreters for the Deaf.

- Perform all duties pertaining to the program and student as assigned.

Interpreters must be dependable, reliable, honest, and punctual in carrying out assigned duties. They are responsible for reporting to JCJC, in a timely manner, conflicts that will prevent them from providing services so that replacements can be arranged.

C. Exam Modifications

Accommodations involving exam modifications include, but are not limited to, extended test-taking time, use of assistive technology, minimal distraction testing environment, oral examinations, use of readers, and the use of scribes. If an instructor is unable to provide exam accommodations, ODA can assist. Students must sign a Student Exam Agreement form (See Appendix) before taking exams at ODA.

Procedures for Obtaining Exam Accommodations:

1. The Office of Disability Accommodations emails the accommodation letter to the instructor.
2. The instructor will determine if the modified exam can be administered in the classroom or an appropriate setting relative to the accommodation.
3. If the instructor is unable to provide the accommodation, ODA can administer the exam. However, the student's schedule of other classes and the schedules of ODA staff may result in exams being administered one to two days late.
4. For ODA to administer the exam, ODA must be given five working days of advance notice. It is the student's responsibility to call ODA five working days before the test to schedule the testing time.
5. The instructor completes and signs a Testing Instructions Form (See Appendix) for each exam. The instructor is responsible for forwarding (either by mail or hand delivery) the exam to ODA. If the exam is not accompanied by a completed Testing Instruction Form, then it cannot be administered by ODA.
6. ODA utilizes staff to administer or proctor the exam in a study room at the library or another appropriate setting.
7. Students who schedule examinations at ODA must sign a Student Exam Agreement Form (See Appendix), which contains the following information:

To schedule an exam with ODA, students must

- Contact ODA at least five working days prior to the exam date.
- Schedule the exam at the same time (and date) as the class exam if at all possible.

- Remind the instructor that they will take the exam with ODA for each exam taken at ODA.

To reschedule an exam, students must

- Provide proof, written documentation from an appropriate professional, of extenuating circumstances that prevented, or will prevent, the student from taking the exam. ODA reserves the right to contact the professional to verify the extenuating circumstances and make a judgment as to whether the exam may be rescheduled with ODA.
- Either take the exam by the date the instructor gives on the Testing Instruction form or obtain the instructor's approval to take the exam after that date. Once the instructor approves the rescheduling, the student ensures that the instructor informs ODA that the student is allowed to reschedule. Then the student contacts ODA for rescheduling.

If a student is late for an exam (more than 5 minutes), it will be regarded as a missed exam and upon instructor approval, it may be rescheduled with the student following ODA exam rescheduling procedures.

If ODA suspects academic dishonesty during an exam, it will be investigated immediately and dealt with according to college policy.

D. Alternate Format of Books and Information

Students requiring alternate format to access books, literature, and information must inform ODA in advance of their need, as the college **requires a reasonable amount of time to obtain or convert the information into a usable form.**

Many textbooks are available on tape or another format through the Book Recording for the Blind and Dyslexic (RFB&D) or textbook publishers. **Students who use alternate formats of textbooks or reading materials should pre-register for classes and inform ODA of their schedule.**

Students receiving notes from a note taker that will require conversion into an alternate format should inform ODA of this need.

E. Assistance with Registration

ODA can provide assistance with course registration for students whose disability prevents them from registering. Students requiring assistance with registration must seek advisement then make an appointment with ODA prior to the student's registration period.

F. Assistance in Completing Applications for Nonstandard Testing Conditions

ODA can assist students who are registered with ODA in completing applications for nonstandard test conditions for standardized exams. To receive this assistance the student must make the request in a timely manner. Students should call ODA to schedule an appointment with the Director to review and complete the application. Since ODA relies upon the assistance of other campus offices for embossing applications with the college seal, the process of preparing applications can take some time. **ODA cannot help a student if the student fails to meet the application deadline.** Students should not expect to be eligible for an accommodation for standardized exams, if they did not receive the requested accommodation during the time that they were served by ODA.

G. Transportation

Transportation is not a college accommodation mandated under 504/ADA unless it is provided to all students. Transportation to, from, and around campus is a personal responsibility. Students are responsible for arranging for personal mobility needs. In the event of an emergency situation, assistance may be provided by the Campus Police.

Students with mobility problems are encouraged to visit the campus before classes begin to assess their ability to move across campus. In some instances, students may need to explore the option of acquiring a motorized chair or scooter, or arranging for a friend or personal care attendant to assist them.

Students with mobility problems are also encouraged to schedule their back-to-back classes in buildings located in close proximity to each other or to schedule free periods between classes to allow time to travel to the next class. ODA is not responsible for transporting students from class to class.

H. Handicap Parking

Students requiring the use of handicap parking spaces must have a handicap parking permit or license plate. Student's vehicles displaying these credentials will be allowed to use any campus handicap parking space or legal parking space, excluding fire lanes, no parking zones, reserved areas, services zones, and in an area that would block handicap curb cuts. When students use campus handicap parking spaces without a visible handicap decal, they are at risk for receiving a parking ticket and having their vehicle towed.

I. Tutoring

Tutoring is not a college accommodation mandated under 504/ADA; however, tutoring is available for students who qualify for services from the Student Success Center and/or Special Populations Program at JCJC. Tutoring services are also provided by some of the academic departments. Check with ODA to obtain a current list of tutorial support services on campus if available. **Compensation for a tutor is the responsibility of the**

student, unless the student also receives services from Vocational Rehabilitation. On occasion, Vocational Rehabilitation has paid for tutoring services.

J. Personal Care Attendants

The college does not provide personal care attendants (PCAs) for students. If a student requires the services of a PCA and requests the PCA as a roommate, there will be a residence room charge for the PCA. Locating and compensating the PCA are the responsibility of the student, unless the student also receives services from Vocational Rehabilitation. Vocational Rehabilitation may elect to provide PCA services for students attending JCJC.

K. Accessible Furniture

Accessible furniture, including adjustable tables and desks, should be specifically requested through ODA by the student needing these accommodations. All requests should be made to ODA in advance, with students informing ODA of the classroom location and meeting times. Students must make this request each semester and should inform ODA of any changes in their schedules or in the location of their classes.

L. Course Substitutions and Waivers

Requests for course waivers are not granted as accommodations for students' disabilities. However, requests for course substitutions will be forwarded to the appropriate Vice-President of Instructional Affairs or Dean provided that the documentation of the student's disability supports such a request. ODA can only support the student's request for a course substitution, it can not be mandated. The decision to substitute a course is made by the Vice-President or Dean, not ODA.

Substitutions can not be made for courses in the college's General Education Curriculum. Jones County Junior College considers these courses essential to any college degree.

M. Excused Absences

At JCJC, course attendance policies are stated in the Student Handbook and on the course syllabi. However, extended absences may be granted on a case by case basis. Even with extended absences, all course requirements must be met.

N. Delaying Due Dates

Requests for delaying due dates for course projects or papers will be evaluated on a case by case basis and only if the disability warrants the accommodation. However, there is no guarantee that due dates can be delayed. For consideration of such a request, students may be asked to obtain written information from a qualified health care provider supporting the request. In considering the request for delaying paper's or projects due dates, input from the instructor and/or head of the academic department is taken into

account. When flexibility is given, it is done in a reasonable manner with a limit on the time extension granted.

O. Library Services

ODA works with library staff to ensure that students with disabilities receive appropriate and reasonable accommodations so that all library resources are accessible. Students requiring extensive assistance may contact ODA to make arrangements for reasonable accommodations.

In the case of students with special needs, the Terrell Tisdale Library applies the recommendations of the ODA so that adequate accommodation is rendered.

In order to make the efficient use of library resources, the following actions by the student are recommended.

Before the first library assignment occurs:

- Students make requests to ODA. Appropriate library accommodations will be determined by ODA, who will give the student an Approval for Library Assistance form (See Appendix) describing the approved library accommodations.
- Students are encouraged to contact the librarian to discuss ODA approval for library assistance.

When library use is needed:

- Students (registered with ODA) who use readers should utilize them when working on library assignments. The JCJC Library personnel will train ODA students including those with readers in use of the library. Library personnel are available to answer reference questions and assist with other informational needs.
- Make appointments and plan ahead when needing assistance so that someone is available to help. If the accommodation recommends others make photocopies for you, please provide full information and a reasonable turn-around time.

IV. ADDITIONAL SERVICES AND POLICIES

A. Medical Emergency Response Procedure for Students with Disabilities

- It is the student's responsibility to notify ODA and his/her individual instructors of medical conditions that might result in an emergency situation. Medical conditions that would require notification include, but are not limited to, seizure disorders, heart disease, abnormal heart rhythms, diabetes, hypoglycemia, cardiomyopathy, asthma, other breathing disorders, fainting spells, blackouts, chronic fatigue syndrome, severe arthritis, and head injury. Students with any

medical condition that may cause an emergency should inform ODA to insure proper care.

- Health Services offers episodic care for minor illness and injuries. Students with medical conditions such as those listed above should notify Health Services and inform them of how they wish to be treated. The telephone number for Health Services is (601) 477-4104.
- If a medical emergency should occur while a student is on campus, 911 will be called and an ambulance requested. The student may be transported to an emergency room. The student has the right to refuse transport and care. Prior notification to staff at ODA and instructors will assist with observance of the student's wishes. Medical emergencies will require relocating students to a safe environment, for example, moving the student out of classrooms, cafeterias, etc.
- The personnel of ODA are not medical personnel. Therefore, 911 should be called first for the student to receive appropriate medical attention. ODA should be notified for support of the student, which includes notifying family/friends of an emergency, providing health information if the student were unable to do so, and serving as a liaison with faculty following an emergency.

B. Residence Life

Physically accessible housing facilities for students with disabilities are available. Students with special needs for housing should identify and request these needs on their housing application.

Applications for campus housing are processed by date of receipt of the housing application. Submission of a housing application does not guarantee on-campus residence/housing. Room/housing assignments are assigned based on the order in which the applications were received.

Students requiring the service of a personal care attendant may note this requirement and the attendant's name on their application. Students may request the attendant as a roommate. There is a residence room charge for attendants.

C. Cafeteria Services

ODA works with a contracted provider for food services to coordinate accommodations and special nutrition services for students with disabilities.

D. Intramurals/Fitness Center

For students, faculty, and staff who wish to participate in leisure, fitness, or competitive programs, Jones County Junior College provides opportunities for participation in a variety of recreational and fitness-related activities.

E. Student Success Center

The Jones County Junior College Student Success Center offers students a wide variety of services ranging from academic counseling to personal and career counseling. The counselors are qualified, licensed professionals with over 70 years combined experience. The Student Success Center is located in the Terrell Tisdale Library. The hours are 8:00 AM until 4:30 PM and services are free to all Jones students.

V. CAMPUS ACCESSIBILITY AND SAFETY

To ensure physical accessibility, JCJC strives to fully comply with the Americans with Disabilities Accessibility Guidelines (ADAG) for buildings and facilities. Students should report ADA accessibility problems to the ODA Director. For safety purposes, it is recommended that students with disabilities keep a cellular phone with them at all times.

A. Elevators

Students who are dependent on elevators may wish to request that their classes be held on the first floor of a building. This request should be made to ODA at pre-registration to ensure ample time for alternate room arrangements. Students should not allow themselves to be carried up or down stairs by faculty or other students. If a student can not get to class because of a non-working elevator, he/she may request that the class be moved until such time the elevator is in working order.

In the event that an elevator is out of service, students dependent on elevators should never try to walk up the stairs. Any absences due to elevator problems will be excused. Students who miss a class may request alternate means of obtaining class content and materials. This could include tape recording of class lectures, copies of instructor's notes and class notes, or individual makeup sessions with the instructor. Students should immediately report a faulty elevator to JCJC faculty or staff.

B. Construction

If a student is having difficulty traveling a route or accessing a building because of construction, he/she should call the ODA for assistance. Students should also report accessibility or travel hazards to the ODA Director.

C. Service Animals

Service dogs are allowed in all campus buildings and in all classrooms. If a class environment poses a threat to the dog (i.e., some science labs, med tech labs, etc.), the student should contact ODA to seek an alternative accommodation. Ongoing use of a service dog should be reported to ODA. **All service dogs must be harnessed and the harness should clearly indicate that the dog is a service dog.** If a student has a seizure dog, he/she should inform ODA, instructors, and campus police of the dog's typical responses and reactions to the student and others when a seizure occurs.

D. Student Dismissal for Safety Reasons

All students, regardless of disability, must conform to Jones County Junior College's code of conduct. Students who behave in a manner that places others in danger may be dismissed from class and/or the College.

E. Fire Safety

- If a fire alarm goes off and students are on the first floor of a building, they should leave through the closest accessible exit.
- Students on upper floors should not attempt to use the elevator, but should move to the nearest enclosed stairwell. If the stairwell is not enclosed, students should remain in the hall next to the stairs.
- In case of smoke, students should move to the closest restroom.
- Students should call, or notify a faculty member to call, campus police and tell the dispatcher that a fire alarm sounded and that they can not exit the upper floor because of a disability. Students should state their name and exact location. The dispatcher will inform the fire department of the students' location. Students should stay on the line with the dispatcher and wait for further instructions.
Campus Police – (601) 477-4006
- If there is a real fire, the dispatcher or the fire department will determine if the elevators are safe to use and will inform the student. Students should remember that fire fighters are specially trained in evacuation techniques and students will be safer if they are familiar with and follow JCJC's fire policy guidelines.

Appendix



Office for Disability Accommodations
 Jones County Junior College
 900 S. Court Street
 Ellisville, MS 39437
 Phone: 601-477-4149
 Fax: 601-477-1189

GENERAL INFORMATION APPLICATION

Name: _____

Date: _____

SS# : _____ Gender: _____ Date of Birth: _____

Classification (*circle one*): FR SO Are You a New Student? _____

Local Address: _____

Street

City

State

Zip

Permanent Address: _____

Street

City

State

Zip

Permanent Phone: _____ Local Phone: _____

Cell Phone: _____

PLANNING INFORMATION

A. Brief description of disability: _____

General Information Application
Page Two

B. Brief description of the documentation of disability: (Include professional who made diagnosis and year diagnosis was made. This professional will have to submit proper information to document disability).

C. Brief description of how your disability affects a major life activity. (Limitations imposed by disability).

D. Academic strengths and weaknesses:

I understand that the Office for Disability Accommodations (ODA) will not disclose my records to others unless I give permission for them to do so or unless the law authorizes or compels them to do so.

Student's signature: _____ Date: _____

CONSENT FORM

**Office of Disability Accommodations
Jones County Junior College
900 South Court Street
Ellisville, MS 39437
Phone (601) 477-4149**

Student's Name: _____ Date: _____

S.S.#: _____ Date of Birth: _____

I hereby authorize Jones County Junior College's Office of Disability Accommodations to communicate with the following: *(Please Check)*

____ Parents

List exclusions: _____

____ Jones County Junior College Faculty/Staff, On Campus Services (i.e. Health Clinic, Residence Life, etc.)

List exclusions: _____

____ Off Campus Services (i.e. Professionals, Schools, Vocational Rehab., etc.)

List exclusions: _____

Communication as denoted above may include obtaining and/or releasing student's historical and/or current information regarding assessment, diagnosis, needs, recommendations, treatment, prior services, academic records, performance, or information that may relate to accommodating student's needs on JCJC's campus.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

*This consent form will be valid until revoked by student.
A photocopy of the original consent form shall be as valid as the original consent form.*

I understand that the Office of Disability Accommodations (ODA) will not disclose my records to others unless I give permission for them to do so or unless the law authorizes or compels them to do so.

Student's signature: _____ **Date:** _____

Jones County Junior College
Office of Disability Accommodations
Request for Documentation Form

Consent to Release Information

The student's signature below serves as consent to release necessary and appropriate information to the Office of Disability Accommodations of Jones Junior College regarding this individual's request for accommodations.

Student's Name (Please Print)

Social Security Number

X_____
Student's Signature

Professional Evaluator's Response

The above noted student has requested that Jones County Junior College furnish accommodations in the classroom. Whether the individual student is a qualified individual with a disability within the meaning of the law is a question of law dependent on a variety of factors. In order to assist Jones Junior College in making this determination, please read and respond to the following questions.

1. What is your professional area of expertise?

2. When and on approximately how many occasions have you treated this individual?

3. Does this individual have a mental or physical impairment?

4. If your response to Question No.3 is Yes, please describe the nature of the impairment, its duration, diagnosis, and prognosis.

5. If the individual has a mental or physical impairment, does that impairment substantially limit any major life activity? If so, describe specifically which major life activities are adversely affected and in what manner they are affected.

6. If the individual has a mental or physical impairment, and if such impairment substantially limits one or more major life activities, please describe what mitigation, corrective or self-help measures are available to the individual to minimize the impairment.

7. What mitigating, corrective or self-help measures does the individual currently use?

8. Please feel free to suggest any reasonable accommodations for consideration by the college that you feel might enable this individual student to fulfill his or her course requirements?

9. Please feel free to add any additional information, comments, or suggestions that will assist the college to determine: (1) whether the student is disabled within the meaning of the law, and (2) whether he/she is eligible to receive reasonable accommodations.

10. _____
Evaluator's Name (Please Print) Signature

Name and Address of Office/Clinic: Phone Number:

Thank you for your timely and thoughtful response.

Linda Abercromie Coordinator
Office of Disability
Accommodations Jones County
Junior College
900 South Court St.
Ellisville, MS 34937
Phone (601) 477-4149
Fax (601) 477-1189
rev 07/25/14

Office of Disability Accommodations
Semester Evaluation of Services
Current Semester: _____

Please respond to all questions that apply to you. Circle the answer that is most accurate regarding your experience with ODA for the current semester. We appreciate your time in completing this evaluation.

1. Indicate the number of times you contacted (telephoned, visited, or wrote) ODA during the current semester.

0 1-3 4-6 7+

2. Did you request accommodations for any classes this semester?

Yes No

3. Did the ODA staff appear to be concerned about your requests?

Very Unconcerned Very Concerned
1 2 3 4 5

4. Were any of your examinations administered through ODA during this semester?

Yes No

If yes, were exam accommodations implemented to your satisfaction?

Dissatisfied Very Satisfied
1 2 3 4 5

5. Overall, how satisfied were you with ODA?

Dissatisfied Very Satisfied
1 2 3 4 5

6. Your comments are welcome: _____

Office of Disability Accommodations

Student Agreement for Use of Interpreter Services

Upon request, interpreting services are provided for students with documented hearing loss or deafness. Students qualifying for interpreter services are expected to follow the policies and procedures as outlined in this agreement.

- I must make a request for an interpreter in a timely manner through the Office of Disability Accommodations (ODA). When making the request, I must provide ODA with the exact dates, times, and locations for interpreter services. Then ODA will contact the interpreter and arrange for services.
- I must notify ODA of changes in schedule(s), cancellation of class(es) or events, planned absences, illness or emergency absences. Assuming there is no emergency, ODA requires 24 hour's notification for changes in interpreter schedules. Failure to notify ODA of cancellations, changes in schedules or absences may result in a loss of my interpreter services.
- Interpreters maintain a time sheet, which must be signed by the interpreter, instructor, and me.
- If I personally request services from an individual interpreter, I will assume personal financial responsibility or payment for these services. Interpreters are not provided for my personal use.
- It is my personal responsibility to promptly inform ODA if there is a problem with interpreter services.

I, _____, have read and understand the policies and procedures in the "Student Agreement for Use of Interpreter Services" at Jones County Junior College. I understand that failure to follow the policies and procedures may cause me to lose interpreter services and/or I may become liable for rendering payment for services.

Student's Signature _____ **Date** _____

Student's ID Number _____

ODA Director _____ **Date** _____

Office of Disability Accommodations Approval for Library Assistance

To: _____

From: _____

Date: _____

Please see that JCJC Library personnel provide assistance to _____ for collection access/use with the following. Assistance will not circumvent the intellectual process of information discovery for research purposes.

- making photocopies
- pulling library materials from the shelves for use
- transporting library materials to a work space WITHIN THE LIBRARY
- individual library orientation/tour for students and/or helper(s)
- individual research training for student and/or helper(s)
- special checkout of non-circulating materials for use with assistive equipment
- Other _____

Approved by: _____ JCJC Learning Resources Division

Any questions, please contact: _____

Office of Disability Accommodations Note-Taking Agreement for Students with Disabilities

I, _____, understand that I must comply with the following requirements in order to receive note-taking assistance as an accommodation at Jones County Junior College.

Since I am permitted note-taking assistance because of my disability, I hereby agree to the following understanding:

1. I will attend classes, as scheduled, and take my own notes to the best of my ability. If I miss class, it is my responsibility to obtain notes for the class I missed. Note-takers are not required to share their notes on days that I miss unless the absence is directly related to my disability.
2. I will be responsible for communicating to the Office of Disability Accommodations (ODA) if the notes are not clear or appropriate for my needs due to my disability. I understand if I experience problems with the quality of the notes, or the dependability of a note-taker, I am responsible for notifying the ODA.
3. I can receive notes either directly from the note-taker or, if I wish to remain anonymous, the note-taker can give the notes to the instructor, who then will give them to me. In the accommodation meeting, I will state my preference about how I prefer to transfer notes.
4. Note-takers will be responsible for obtaining NCR paper (a carbonless notebook paper) from the ODA. Should I choose to, I may elect to pick up NCR paper from the ODA and share it with my note-taker, unless another method of sharing notes is used.
5. I understand if I abuse any of these agreements, the ODA may suspend these services until a resolution can be reached.

(Student's Signature)

(Date)

For Office Use Only

Approved By: _____

Date Approved: _____

Note-taker Name and ID: _____

Office of Disability Accommodations Note-Taker Application

Thank you for your interest in serving as a note-taker for the
Office of Disability Accommodations (ODA) at Jones County Junior College.
Please complete this form for our records.

As a note-taker, I, _____, hereby agree to the following understanding:
(Print Name)

1. I understand the importance of note-taking for students who have disabilities (blind, hearing impaired, learning disabled, mobility impaired, etc.) and I will make every effort to provide thorough, legible notes to the student for whom I am taking notes.
2. I will provide notes to the student (or instructor) after class, shortly thereafter, or as mutually agreed upon.
3. I will attend all classes except in cases of illness and emergencies. I will notify the student at least 24 hours in advance when absences are predictable. I will pre-arrange for a substitute note-taker for days that I will be absent.
4. I will keep note-taking assignments confidential.
5. I will request feedback from the student with regard to the quality of my notes and make adjustments accordingly.
6. I am responsible for meeting with the Work Study Counselor to complete the necessary paperwork in order to receive payment for note-taking services. I will maintain an accurate time sheet and meet with the ODA at the end of each month to have my time sheet approved and signed.

(Student's Signature)

(Date)

Student ID Number _____

Email Address _____

Telephone Number _____
(Home)

(Cell)

Course _____

Period _____

Instructor's Name _____

Client's Name _____

Office of Disability Accommodations

Service Animal Agreement for Students with Disabilities

According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.” Service animals must be permitted to accompany a person with a disability everywhere on campus or off campus as the activity (e.g. internship, field work, etc.) pertains to the curriculum.

Since I am permitted the use of a service animal because of my disability, I, _____, hereby agree to the following understanding:

1. I will provide sufficient evidence verifying that the animal meets the definition of a service animal. The animal should have tags or some other method of indicating ownership and rabies clearances. It is suggested that service animals be fitted with some identifying equipment such as a harness, cape, or backpack as appropriate.
2. I will provide evidence of animal training (if available) and current clean health certificates (required).
3. I understand that the care and supervision of a service animal is the sole responsibility of the owner/handler.
4. The animal must be maintained and used at all times in ways that do not create safety hazards for other persons. Minimal equipment requirement is a leash by which the animal is kept under control.
5. With the help of the ODA I will identify suitable areas where my service animal can relieve itself. Handlers should 1) always carry equipment and bags sufficient to clean up the animal's waste, and 2) properly dispose of it. Persons who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance. The college is not responsible for these services.
6. I understand that if my service animal is unruly or disruptive (e.g., barking, running around unleashed, aggressive toward others, bringing attention to itself, and/or other disruptive behavior) I may be asked to remove the animal from the college facilities.
7. I understand that regular bathing or cleaning of the service animal is expected to avoid significant odors or shedding in order to avoid health problems.
8. I have read the complete “Service Animal Policy” and agree to abide by it.

(Student's Signature)

(Date)

**Office of Disability Accommodations
Service Animal Registration Form**

Owner's Name: _____

Owner's Student ID Number: _____

Owner's Address: _____

Owner's Home Phone: _____

Owner's Cell Phone: _____

Animal's Name: _____

Type of Animal: _____

Physical Description of Animal: _____

Alternate Caregiver for Animal If Owner is Unavailable:

Name: _____

Address: _____

Phone Number: _____

Please attach the veterinarian's verification that the animal has all current recommended veterinary care and vaccinations to maintain the animal's health and prevent contagious diseases.

Office of Disability Accommodations Tape Recording Agreement for Students with Disabilities

Under Section 504, Subpart E Postsecondary Education, of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide reasonable accommodations to a student's known disability and may not deny equal access to the institution's programs, courses, and activities. Tape recording lectures is a reasonable accommodation for students whose documentation calls for this accommodation.

Faculty have the right to require a student who uses a tape recorder to sign an agreement for tape recording and present the form to the instructor.

Since I am permitted to tape lectures because of my disability, I hereby agree to the following understanding:

1. The lecture material is the property of the instructor and is for my own personal use only. I will not copy it in any form, or release it to other students without the express permission of the instructor. Information contained in the tape-recorded lecture is protected under federal copyright laws and may not be published or quoted without the expressed consent of the lecturer and without giving proper identity and credit to the lecturer.
2. My permission to tape extends only to the material presented by the instructor and to related academic content questions/discussion in class. It does not extend to any class discussion of personal material offered by other students.
3. Tape-recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as a part of the class activity.
4. Should the instructor request it, I will erase the tape after I have no further need for it, and will notify the instructor of this action.

(Student's Signature)

(Date)

This form is to be submitted to the instructor upon completion.

Office of Disability Accommodations Student Exam Agreement

To schedule an exam with ODA, I understand that:

- I must contact ODA *at least five working days prior* to the exam date.

- If my class schedule or ODA’s schedule does not interfere, *the exam will be scheduled at the same time and date as the class exam.*

- For each test that I take with ODA, I will remind the instructor that ODA will administer the exam.

To reschedule an exam with ODA, I understand that I must:

- Provide proof, written documentation from an appropriate professional, of extenuating circumstances that prevented, or will prevent, me from taking the exam at the scheduled time. ODA reserves the right to contact the professional to verify the extenuating circumstances and make a judgment as to whether the exam may be rescheduled with ODA.

- Take the exam by the date the instructor gives on the “Testing Instructions” form, or obtain the instructor’s approval to take the exam after that date. The instructor must call ODA to convey that the exam can be rescheduled. I can reschedule the exam only after the instructor calls ODA.

If I am late for an exam (more than 15 minutes), I understand that it will be regarded as a missed exam and it must be rescheduled. I will follow the appropriate rescheduling procedure as described above.

If ODA suspects academic dishonesty during an exam, it will be investigated immediately. Close observation will be used to insure that cheating does not occur. Students’ personal belongings, purses, cell phones, books, book bags, etc., will not be allowed in the testing room unless specified on the “Testing Instructions” form that is completed by the instructor.

Student’s Name _____ Student’s ID # _____

Student’s Signature _____ Date _____

Director of ODA _____ Date _____

Office of Disability Accommodations Testing Instructions

Please complete this form and attach it to the exam, then hand deliver or mail the form and exam to ODA Director. For confidentiality reasons, please do not write the student's name on the outside of the envelope when sending the test to ODA.

Student's Name: _____ Student ID #: _____

Instructor's Name: _____ Course: _____

Phone Numbers: _____
(Office) (Cell)

Office Location: _____
(Building and Room Number)

Amount of time class has to take exam: _____

Exam date for class: _____

At times, students cancel and reschedule exams, especially those with chronic health conditions. If an exam is cancelled or rescheduled, the exam must be administered by this date:

Student should: (check all that apply)

- _____ Use calculator (*specify type*) _____
- _____ Use scantron
- _____ Use bluebook
- _____ Use extra paper
- _____ Use statistical tables
- _____ Use textbooks (*specify*) _____
- _____ Use notes (*specify*) _____
- _____ Student may keep exam
- _____ Other (*specify*) _____

To receive completed exam:

- _____ ODA will return in campus mail to address listed above
- _____ Instructor will pick up at ODA

Instructor's Signature: _____

Office of Disability Accommodations

Student Agreement for Use of Document Conversion Services

Upon request, document conversion services are provided to students who are qualified for accommodations under the Americans with Disabilities Act. ODA oversees the extensive processes involved in obtaining or converting required course readings for accessibility. To provide these services, timely cooperation is required from both the college faculty and the students receiving the accommodation. Therefore, students qualifying for document conversion services are expected to follow the policies and procedures as outlined in this agreement.

- In order to have materials ready in an alternate format for the beginning of a semester, students must pre-register. It is the student's responsibility to meet with their advisor to determine what classes to schedule and, if necessary, to contact ODA for assistance with registration. ODA recommends that students make appointments with their advisors before the normal advisement period. ODA can register students before or after normal registration times.
- Students must inform ODA about any changes in their class schedule as soon as the change has been approved by their advisor. Students should contact ODA when classes are dropped or added, when a course section is changed, or if a student becomes aware about a change in instructor assignment for a course. Students understand that when schedules are altered, especially if the change occurs near the beginning of a semester, materials may not be ready in an accessible format for the beginning of the semester.
- At the beginning of the semester, students are encouraged to bring a copy of the course syllabus to ODA.
- Students are encouraged to immediately notify ODA of any syllabus change or newly assigned material.
- If ODA receives notice that a student has stopped attending classes, ODA will investigate the matter.
- ODA will contact the student when converted materials are ready for pick up. It is the student's responsibility to pick up the materials at ODA.
- The student must rewind and return all audiotapes provided by the ODA at the end of each semester.
- Students are required to purchase textbooks and supplemental books for their use with readers, tutors, and assistive technology.
- It is the student's responsibility to promptly inform ODA if there is a problem with document conversion services.

I, _____, have read and understand the policies and procedures as described in *The Student Agreement for Use of Document Conversion Services* at JCJC. I understand that the failure to follow the policies and procedures may result in a delay when assignments and reading materials will be ready for use in alternate formats.

Student Signature _____ Date _____

ODA Director _____ Date _____