



MESALANDS COMMUNITY COLLEGE

Disability Accommodations & Request Process

It is the policy of Mesalands Community College to ensure that all college services, facilities, and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws.

Request Process:

It is the student's responsibility to self-identify their needs for accommodations during each school semester. Students needing disability accommodations must reach out to Mesalands' Disability Services and follow the appropriate request procedure:

1. Students must fill out the [Disability Self-Identification: Accommodation Request Form](#) and list needed accommodations.
 - a. Students must attach the appropriate documentation specified on the request form.
 - i. Documentation Needed:
Physician Letter or Evaluation and/or
Licensed Therapist or Licensed Mental Health Professional Letter or Evaluation
Documentation must be on official letterhead; dated within the last three years and clearly state the student's disability diagnosis(es), limitations/impacts due to diagnosis(es), and accommodation recommendations.
 - ❖ Mesalands Community College is not responsible for any costs or expenses attained from student's seeking Physician/Therapist/Mental Health Professional Letters, Evaluations, and/or any other documentation sought for accommodation purposes.
2. Once the student fills out and submits the request form, it will be processed within the Disability Services Office. Eligibility for accommodations, and accommodations provided will be determined on a case by case basis with each student.
3. Students will be notified of approved (or unapproved) accommodations. Student's instructors will be notified of said accommodations which will be applied starting on the day of approval. No accommodation will be "back-tracked" before the approval date.
4. Students may meet with the Disability Services Office if they have questions about provided accommodations, eligibility for (specific) accommodations, their approved or unapproved accommodations, or any other matter they feel needs to be addressed.

Students must renew accommodations each semester. New documentation will only be required if it is dated outside of the last three years (of the request date) or if the student requested additional accommodations. It is the student's responsibility to reach out each semester after enrolling in their courses.



Accommodations:

- ❖ Testing Accommodations:
 - 1.5 extended testing time
 - 2.0 extended testing time

- ❖ Classroom Accommodations:
 - Note Taker*
 - Lecture Print Outs*
 - Audio Record Lectures*
 - Frequent Breaks

- ❖ Enlarged Print on Assignments/Tests

Other accommodations (within ADA/504 regulations) can be made depending on the student's disability and requests. If alternative accommodations are needed, list them on the request form and the Disability Services Office will work with you to make the appropriate accommodations (if eligibility is met).

*Students may be required to sign agreement forms based on their provided accommodations.

Resources:

Office for Civil Rights. (2021, April 27). *Auxiliary AIDS and services for postsecondary students with disabilities*. Home. Retrieved August 25, 2022, from <https://www2.ed.gov/about/offices/list/ocr/docs/auxaids.htm>

PACER Center. (2015). *The Ada, section 504 & postsecondary education - pacer*. The ADA, Section 504 & Postsecondary Education. Retrieved August 25, 2022, from <https://www.pacer.org/transition/resource-library/publications/NPC-42.pdf>