



## **Charlotte Technical College Post-Secondary/Adult Students Services for Students with Disabilities**

### **Policy**

Charlotte Technical College is under the jurisdiction of Charlotte County Public Schools.

The School Board shall comply with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. No administrative staff member or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), age, gender, pregnancy, marital status, disability, or legally-protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

Policy 1122

### **Policy Guidelines**

#### **Post-Secondary Students**

All programs, campus organizations, and activities are open to all students regardless of disability. Efforts are made to assist students with disabilities to function as independently as possible while attending school. Federal and state legislation requires the provision of reasonable accommodations for students with disabilities to meet individual needs and ensure equal access unless such accommodation would impose an undue hardship on the college. Adult students with disabilities must self-identify and request such services. At the time of registration, if a student has a medical problem which might interfere with learning or result in a future emergency, the information should be documented on the student emergency information form. The earlier a student self-identifies the sooner the student can be accommodated.

### **Procedure**

It is the responsibility of the student with a disability to request a reasonable accommodation. It is best for students to self-identify at registration. Students should fill out the [Self – Identification Form](#).

Should special needs arise, the administration and/or Student Services (school counselors) are to be notified.

Students with a disability must provide recent documentation (no more than three years old) from a qualified, licensed professional that states the specific disability and the requested accommodation.

It is the student's responsibility to request accommodations for each program enrolled.

The administration will notify instructors substantiating that the student has provided CTC with all the required documentation.

## **Necessary Documentation**

### Learning Disabilities

Documentation must be a complete psychoeducational battery of tests. The testing must have been completed by a licensed psychologist, psychiatrist, school psychologist, or neuro-psychiatrist.

The date of testing must have been within the past three years.

Testing should include a Comprehensive Assessment Battery which includes: aptitude, achievement, information on processing, social-emotional, clinical summary. The testing should include a relevant diagnosis and recommendations for reasonable academic accommodation.

Not accepted: An IEP or 504 from high school or another post-secondary school. Results from a screening instrument are insufficient.

### Psychiatric Disability

Documentation must be from a licensed physician or specialist (psychiatrist) with the ability to assess psychiatric conditions. If the documentation is not from a psychiatrist, then medical records indicating that a psychiatrist make the original diagnosis. Students with Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder can present results from psychoeducational test performed by a licensed psychologist or psychiatrist. The documentation must include the diagnosis and how the current symptoms restrict academic achievement.

Not accepted: An IEP or 504 from high school or another school. A physicians' diagnosis on a prescription pad or a list of medications are unacceptable documentation.

### Sensory Disability

Documentation must be from a physician or audiologist (hearing). Documentation should include if the disability is permanent or temporary. Documentation of a permanent disability can be older than three years. Recommendations for accommodations from a specialist should be no more than three years.

## Physical Disability

Documentation must be from a physician. Documentation should include if this is a permanent or temporary condition. For example, broken leg versus spinal cord injury affecting leg function. Documentation must include how the current symptoms restrict academic achievement. If the disability is temporary, documentation needs to include an expected timeframe for the accommodations.

## **Testing Accommodations**

It is the responsibility of the student to self-advocate. Accommodated testing appointments must be made five days in advance. Schedule a testing appointment and complete the student section of the [Testing Referral Form](#). Your teacher will need to finish the paper work by giving the form to the testing center along with the test.

Testing accommodation may include: testing in the testing center, extended time (no more than double time), use of auxiliary aids.

In the testing center noise blocking earphones, ear plugs, and ear buds/earphones for having the test read electronically are allowed with documented accommodation.

Students requesting extended time may need to extend the day so as not to miss class time.

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Charlotte Technical College full-time programs are approved for education and training by the Veteran's State Approval Agency. Veterans and Dependents of Disabled or Deceased Veterans who plan to attend full-time programs at CTC should contact Students Services located in Building A.