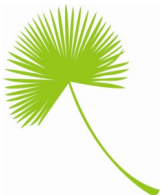


## Welcome



The Office for Students with Disabilities (OSD) at Florida Keys Community College extends to you a warm welcome. Our mission is to facilitate students with disabilities' pursuit of equal access to Educational opportunities and success in academic endeavors.

## Confidentiality

The documentation the student provides is reviewed and evaluated by the coordinators of OSD. All documentation files are considered confidential and are safeguarded. Student names and disability information are confidential, and are not released to anyone without the student's prior written permission.

## How To Obtain Services

The OSD facilitates accommodations with faculty and staff, and serves as an information resource to promote awareness and knowledge of disabilities.

### Follow these steps to register with OSD:

1. **SELF IDENTIFICATION** - The student is responsible for self-identifying with the Office for Students with Disabilities. This voluntary declaration is independent from the admissions process.
2. **DOCUMENTATION OF DISABILITY** - Once contact has been made with OSD, the student is required to provide current documentation from professionals who make such diagnoses.
3. **SERVICES CAN BEGIN** - Once documentation is released to Disabled Student Services, and the accommodation form is completed services can begin.

## Documentation Guidelines

The student is responsible for providing official documentation of the disability from a qualified professional. Documentation must be within the last three years, however OSD reserves the right to make modifications to this time frame. Documentation must be on official letterhead, signed and dated by the diagnostician with a clearly explained, definitive diagnosis of the disability.

### The documentation must include:

1. The exact diagnosis of the disability.
2. The degree of current functional loss.
3. The limitations of the disability and its effect on the students learning ability.
4. A recommendation for the type of accommodation needed.
5. If medications are taken, these should be listed as well as their potential side effects.

## Student Support Services

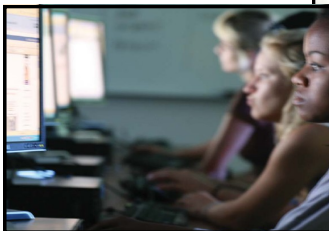
Students who register with the Office for Students with Disabilities are eligible for accommodation, support services and/or academic adjustments based on their individual needs as determined by the Coordinators of OSD and disability documentation. Accommodations are made at little or no expense to the student. Students who request accommodation must present this request in sufficient time for the College to coordinate these services. Some services may require a minimum of two weeks to arrange.

***Accommodations can only be ensured by the first day of classes if requested at least thirty business days prior to the start of the semester.***

***If additional learning tools are needed it is the students responsibility to contact the Office of Students with Disabilities and allow two weeks for their request to be met depending on availability of resources.***

To promote academic success, the Office for Students with Disabilities offers a wide variety of accommodations and support services. Services include but are not limited to:

- assistance in admission and course registration
- information and referrals to campus and community services
- advice on classroom accommodation
- liaison to faculty, provides assistance to faculty on effectively working with students with disabilities
- instructor notification of student with disability (only with student's permission)
- readers, note takers, interpreters
- equipment loan
- modified or extended test taking
- course substitutions
- accessible building and classrooms
- tutors



## Disability Categories

**Hearing Impairment/Deafness** - A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to: conductive hearing impairment or deafness, sensor neural hearing impairment or deafness, high or low tone hearing loss or deafness, and acoustic trauma hearing loss or deafness.

**Visual Impairment/Blindness** - Structural and functional disorders of the eye manifested by: visual acuity of 20/70 or less in the better eye after correction, a peripheral field so constricted it affects one's ability to function in an educational setting. Examples include, but are not limited to, cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa and strabismus.

### Speech Impairments -

Disorders of language, articulation, fluency or voice, which interfere with communication. Examples include, but are not limited to: cleft lip and/or palate with speech impairment, stuttering, laryngectomy, or aphasia.



### Physical Impairments -

this disability includes partial or total paralysis, amputation or severe injury, arthritis, muscular dystrophy, multiple sclerosis, polio, cancer, AIDS, Cerebral Palsy, head and/or spinal cord injury. May also include hidden disabilities such as pulmonary disease, respiratory disorders, lupus or epilepsy.

**Learning Disabilities** - An order of the basic psychological or neurological process involved in understanding or using spoken or written language. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities.

**Psychological/ Emotional Disorders** - A specific condition with certain sets of symptoms defined in the Diagnostician and Statistical Manual of Mental Disorders. Examples include, but are not limited to: Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), Schizophrenia, autism, mood and anxiety disorders, and depression.

## Equity Statement

Florida Keys Community College is dedicated to the concept of equal access/equal opportunity and is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Joanne Dinkel, Human Resources Office, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education. The College's policies on harassment and student disciplinary grievance procedures are available in the Student Handbook, located in Advising Services, Building A, or by contacting the Equity Coordinator or online at [www.fkcc.edu](http://www.fkcc.edu).

## Access Statement

Florida Keys Community College is committed to providing full access to all programs, services and facilities for qualified individuals with documented disabilities as mandated by the Americans with Disabilities Act of 1990 (ADA) and in compliance with Section 504 of the Rehabilitation Act of 1973. Disabilities as outlined in the ADA and by the College may include specific learning disabilities, visual, hearing, speech, physical and other disabilities determined by individual situations. The Office for Students with Disabilities (OSD) assists the disabled student in all aspects of college life to ensure his/her educational experience is a successful one. Financial aid is available for students with disabilities who are enrolling part-time based upon a necessary disability accommodation.

Coordinators are available to meet with students to provide details about the services listed in this brochure. We encourage interested individuals to contact the Office for Students with Disabilities by phone, fax, letter, email or in person.

## *Island Living, Island Learning!*



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William A. Seeker Campus  
5901 College Road, Key West, FL 33040  
305-809-3269

IN MARATHON  
Middle Keys Center  
900 Sombrero Beach, Marathon, FL 33050  
305-743-2133

IN KEY LARGO  
Upper Keys Center  
P.O. Drawer 600, Tavernier, FL 33070  
305-852-8007

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## Guide to the Office for

# Students With Disabilities



## *Helping you reach your goals!*

Suzy Park, Coordinator      Karla Malsheimer, Coordinator  
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