DISABLED STUDENT SERVICES

It is the intent of the College, where possible, to remove the barriers preventing qualified students with disabilities from enjoying the same opportunities available to students without disabilities. The college shall comply with federal and state regulations and guidelines concerning its responsibility for equal access and opportunity. Procedures for reasonable accommodations related to a student’s disability are located in the Student Affairs Division’s Disabled Student Services Office.

Eligibility: Students who have a documented disability are eligible for services. A disability is classified as a physical or mental impairment that substantially limits one or more of an individual’s major life activities. These may include visual, hearing, or speech impairment, other physical conditions, including cerebral palsy, epilepsy, cancer, heart disease, diabetes, HIV-related illness and various chronic diseases. Other disabilities may include learning disabilities, mental or psychological disorders, and substance abuse disorders.

How to Obtain Services: Disabled Student Services facilitates accommodations with faculty and staff and serves as an information resource to promote awareness and knowledge of disabilities. The student is responsible for self-identifying with the Disabled Student Services. This voluntary declaration is independent from the admissions process itself. Once contact has been made with the Disabled Student Services, the student is required to provide current (preferably, within the last three years) documentation from professionals who make such diagnoses. Students are required to secure appropriate disability testing and documentation on their own. All disability records are treated as confidential and secured.

Once verification of the disability and completion of the Accommodations Request Form are received, appropriate requested services can begin. For example, a student may ask for and receive extra time on tests or note-takers/tutoring services. Students requiring special assistance and/or support services should contact Disabled Student Services 30 days before the term begins or as soon as possible thereafter. For additional information, contact Disabled Student Services located on the Key West Campus. Students can make appointments with the Disabled Student Services Coordinator by calling 305-809-3269.
Auxiliary Learning Aids: The Auxiliary Learning Aids Program is designed to provide eligible disabled students enrolled in credit courses with the necessary equipment and/or staff so he/she can have full access to all programs, services and activities. Auxiliary learning aids may consist of adaptive devices and equipment such as:

- enlargers
- tape recorders
- computers
- assistive listening systems
- modified or extended test taking
- assistance by persons such as tutors, interpreters, readers and note takers