

## **Confidentiality**

The nature of a student's disability, the content of documentation and other records on file are confidential and maintained in a secure place which is not part of the student's record. The college does not need the student's permission to release information about his or her need for accommodations to those college employees with an educational need to know the information in order to perform essential elements of his or her job.

The student will need to complete a Release of Information if he or she would like Disability Services to discuss his or her disability and need for accommodations with an individual who does not work for the college.

Requests for accommodations for specific enrollment tests (Accuplacer and TEAS V) must be made to the Disability Services. Documentation must be presented as well as a written request for testing accommodations. Following approval of requested testing accommodations, students will make arrangements with Disability Services and/or Learning Commons Staff for testing administration.

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer. For more information, please contact Karen Normandin at 207.453.5019.



### *Contact Information*

#### **Disability Services**

Melissa Clement

Christy Johnson

207.453.5150

[disability@kvcc.me.edu](mailto:disability@kvcc.me.edu)

**KVCC** | KENNEBEC VALLEY  
COMMUNITY COLLEGE



# **Disability Services**



# Policy

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination based on disability, KVCC is committed to providing equal access to academic programs and college-sponsored activities and reasonable accommodations to students with documented disabilities.

According to The American Disability Act, a student with a disability is defined as a person who has a physical or mental impairment that substantially limits a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, or caring for one's self.

Physical or mental impairments may include, but are not limited to mobility/orthopedic impairments, visual impairments, hearing impairments, speech impairments, specific learning disabilities, attention deficit disorder/attention deficit hyperactivity disorder, psychological disabilities, neurological impairments, traumatic brain injury, or chronic medical conditions such as cancer, diabetes, or AIDS.

## *Requesting Accommodations*

Upon enrollment, it is the responsibility of a student with a disability to identify himself/herself as having a disability and formally requesting accommodations.

While inquiries about policies and procedures from parents or guardians are welcome, the formal request for accommodations must be made by the student.

To request accommodations:

- Make an appointment by emailing [disability@kvcc.me.edu](mailto:disability@kvcc.me.edu) or calling 207-453-5150;
- Submit to disability staff current documentation from an appropriate professional (see guidelines in brochure);
- Meet with the disability staff to complete the Accommodation Letter/appropriate disability paperwork;
- Following the meeting, the disability team will be responsible for overseeing the implementation of any approved accommodations (for example: audio books, testing arrangements, note takers);
- Please note that Accommodation Forms must be completed each semester. Make an appointment to meet with disability staff to complete this process.

# Documentation

***Documentation must meet the following criteria:***

- Be written by a qualified practitioner or diagnostician;
- Be current (three years). In some instances, the currency of the documentation will be less given the nature of the disability. For example, mental health diagnoses may require a more current report;
- State a specific diagnosis of the disability
- Include a description of diagnostic methodology, including diagnostic criteria, evaluation methods, testing dates and results;
- Be on letterhead and signed by the professional submitting the report;
- Explain the impact the disability may have on the student's academic and vocational environment, and;
- Provide a description of any accommodation and/or auxiliary aid used in the past.

The laws applicable to disability accommodations in the college/university setting are different from those in K - 12. IEPs and 504 Plans are welcomed to provide an understanding of the student's needs.

The documentation must include the testing data that was used to support these plans.