



ADA: Americans With Disabilities Act for Students & Visitors

JANUARY 2012

SPECIAL POINTS OF INTEREST:

- Admission to the College
- Documentation of Disability
- Accommodations
- Gadsden State Policy for Compliance
- Contact Information

Admission & Documentation

Admission

The Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) prohibit discrimination against any qualified person regardless of his or her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations.

Admission to the College is managed by the Office of Admissions and Records, 125 Allen Hall. Admissions standards as described in the College Catalog and Student Handbook must be met by all students, regardless of disability. Prospective students are encouraged to contact the ADA Coordinator for the College for information regarding services for students with disabilities.

Information regarding disabilities should be sent directly to the Assistant ADA Coordinator at the appropriate campus (see page 2) or to the Gadsden State ADA Coordinator, P.O. Box 227, Gadsden, AL 35902-0227.

Documentation of Disability is required when requesting accommodations for the following:

- Learning Disabilities
- Deafness
- Hearing Impairments
- Visual Impairments
- Physical Disability
- Mobility Impairments
- Speech Disability
- Chronic Health Impairments
- Traumatic Brain Injury (TBI)
- Attention Deficit Disorder (ADD or ADHD)
- Emotional/Psychological Disability

Note: Documentation must not be older than three (3) years and must be provided by a licensed professional or medical doctor.

Reasonable and appropriate accommodations for qualified disabled students, applicants, employees, and visitors will be met unless to do so would present an undue hardship to the College or lower the academic standards of the institution or program of study.

Accommodations

Student Responsibilities for Obtaining Classroom Accommodations

- Student must obtain accommodation letters from ADA Coordinator before the beginning of each term.
- Student must deliver the accommodation letter prepared by the ADA Coordinator to their instructor. Students do

not have to disclose their specific disability to the instructor

- When meeting with the instructor, the student must make sure the accommodation letter is specific and details of implementation are understood and mutually agreeable.
- Student must contact each instructor to

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P.O. Box 227
Gadsden, AL 35901

www.gadsdenstate.edu

schedule accommodations at least one week in advance of when the accommodation should be provided. For Example: If an examination is scheduled for the 14th, the student should contact the instructor about accommodations no later than the 7th to allow sufficient time for the instructor to discuss any problems about the recommended accommodations with the ADA Coordinator.

- Accommodations that require additional lead time, such as a sign language interpreter, adaptive technology, note-takers, or relocation of a classroom, require additional advance notice to ADA Coordinator before the beginning of each term .
- The instructor has no obligation to provide accommodations until she or he receives the accommodation letter from ADA Coordinator.
- Student should report any concerns about accommodations to the ADA Coordinator for the appropriate campus or instructional site.

Campus ADA Contacts

Gadsden Campuses	256.439.6912	Dr. Danny Wilborn 112 Inzer Hall
Ayers Campus	256.835.5451	Ms. Michele Conger Ayers Campus
Cherokee County	256.927.1802	Mr. Chad Steed Gadsden State Cherokee
McClellan Center	256.238.9348	Ms. Cindy Greer McClellan Center

Appeal Process

Questions and concerns regarding accommodations and services for students with disabilities should be directed first to the ADA Coordinator. If the ADA Coordinator cannot resolve accommodations issues an appeal may be presented to the Disability Services Committee.

Choose Your Direction

Disability Services

Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) prohibit discrimination against any qualified person regardless of his or her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students and visitors will be met unless to do so would present an undue hardship to the College or lower the academic standards of the College.

Students or visitors with disabilities requesting accommodations should contact the ADA Coordinator or appropriate campus contact to obtain forms for requesting accommodations and documentation requirements, as well as to be informed of campus procedures involving accommodations.

Accommodations must be requested for each school term. It is the student's responsibility to provide adequate documentation of his/her disability, request accommodation through the appropriate campus contact, maintain contact with that person, and notify the officer of any changes in the accommodations.

Another resource for students with disabilities is Student Support Services on the Wallace Drive Campus (256.549.8208) or Ayers Campus (256.835.5465).



ADA Accommodation Request



The mission of Gadsden State Community College is to provide the citizens of the East-Central Alabama area with educational opportunities that enrich their lives intellectually, culturally, and economically, fully supports and seeks to comply with the Americans with Disabilities Act (ADA). Gadsden State strives to create a welcoming environment and will work in good faith to meet the needs of all populations. The College endeavors to provide opportunities for success, with as few deterrents as possible, to students and visitors from the communities we serve.

The following procedures are in place to assist you with needs for reasonable accommodations.

1. Students are encouraged to make their instructors aware of any accommodations required for their success in the classroom. Instructors have the authority to make reasonable accommodations in the classroom.
2. Students and visitors are encouraged to contact their campus ADA coordinator if assistance is desired in working out classroom or any other accommodation needs. Completing and submitting this form to the coordinator begins the accommodation request process and allows the coordinator to make requests on the student's or visitor's behalf and to monitor student needs. Disclosure of disability is voluntary.
3. Documentation of disability may be required upon accommodation request. If so, documentation will be maintained in a confidential file separate from the academic student record.

Name: _____ Student Number: _____

Address: _____ Phone: _____

_____ Cell Phone: _____

Gadsden State Student E-mail: _____

STUDENT: Program of Study (Major): _____

VISITOR: Event or service for which accommodations are needed: _____

Vocational Rehabilitation Counselor: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Nature of Disability: _____

Accommodation Request: _____

Signature: _____ Date: _____

Comments (For College use only): _____

