



# Accessibility Resource Office Policies and Procedures

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Hillsboro, MO 63050  
(636) 797-3000 Ext. 3158 or (636) 481-3158  
Jefferson College Hillsboro Campus  
Technology Center Room 101

TTY Users dial 711  
[www.jeffco.edu](http://www.jeffco.edu)

Effective 3/9/2023 BOT approval for name change wherever Disability Support Services (DSS) appeared in this manual has now been changed to Accessibility Resource Office (ARO). Updated 3/17/2023

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## Mission Statement

The Accessibility Resource Office (ARO) of Jefferson College is committed to the fulfillment of equal educational opportunities, autonomy and full inclusion for students with disabilities. The Accessibility Resource Office serves to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy and to ensure compliance with the ADA, ADAAA and Section 504 of the Rehabilitation Act.

## Objectives

1. Facilitate the highest levels of educational excellence and potential quality of life for students with disabilities.
2. Support Jefferson College's academic standards.
3. Improve the recruitment, transition, retention and success/graduation of students with disabilities.
4. Ensure the effective delivery of accommodations while minimizing obstacles for students with disabilities.
5. Be actively engaged in supporting and clarifying state and federal laws and institutional policies and procedures applicable to the delivery of services for students with disabilities.

## Confidentiality

The ADA Amendments Act of 2008 is a mandate from the federal government that carries rules regarding the confidential treatment of disability related information. These guidelines require that disability related information be:

Treated as medical information and handled under the same strict rules of confidentiality. This includes the documentation that students with disabilities are required to provide when requesting services and/or accommodations;

Collected and maintained on separate forms and kept in secure files with limited access;

Shared only on a need-to-know basis for a compelling reason or with the student's permission.

Properly disposed of after a period of five years of inactivity; according to state and federal laws.

All documentation provided to Accessibility Resource Office is held strictly confidential. No information, except as provided by law, will be released to anyone, including parents, guardians and spouses, without the student's written consent.

### Self-disclosure

It is the student's responsibility to self-identify, to provide current and appropriate documentation of a disability and to request accommodations from the Accessibility Resource Office.

Many services for students with disabilities that were previously facilitated by parents and teachers under IDEA (Individuals with Disabilities Education Act) Guidelines are now the responsibility of the student. It should be understood that not all accommodations received in high school are acceptable in college.

Any qualified student with a disability who requests accommodation should meet with the ARO Coordinator at least 3 weeks prior to the student's first semester of classes. This allows time to ensure that the student has all the appropriate documentation related to the disability and to set up needed accommodations in advance.

A student has a right to choose not to disclose a disability; however, if a student chooses not to disclose a disability to Accessibility Resource Office, the student is not covered under the ADA or under Section 504, and he or she cannot receive accommodations or support services. Should a student choose not to disclose a disability and then later decide to disclose the disability, any newl advang-6(e)yc/andWAandWAandWAandWAandWAandWAandWAandWAandWAandWA

# **ARO Services**



**Who is eligible**

### Continuing Services

Services are not automatically provided each semester. Students with disabilities must notify the Accessibility Resource Office of their course selections soon after receiving their new schedules. Requests for interpreters, real time captioning (RTC), FM systems, or Books in Alternate Format (BKTP) services must be made well in advance of the beginning of the new semester to allow the staff time to obtain the best services. Students need to submit their requests for services in a timely manner to ensure that appropriate accommodations will be in place for the start of the next semester.

In cases where services are contractual, timely requests are necessary to avoid delays in service delivery. For example, requests for interpreting services or closed captioning services require additional time to process.

### Requested Documentation

In order to be eligible for services and accommodations through Jefferson College Accessibility Resource Office, students with a disability or chronic medical condition must provide appropriate documentation to the Accessibility Resource Office. The evaluation must be on letterhead and signed by a licensed educational, mental health, or medical professional who is not related to the student, and licensed/certified in the area for which the diagnosis is made.

All documentation must provide the following information:

Date of the evaluation.

Specific Diagnosis.

Method of evaluation/examination.

Specific limitation with respect to the disability's current impact in the college and related educational environments as it relates to the accommodations requested.

(For documentation requirements related to specific disabilities refer to the Policies section of this manual.)

## Commencement

### Guests with Disabilities

Jefferson College welcomes family members and guests with disabilities on Commencement Day. Graduating Students and Certificate Candidates are strongly encouraged to obtain accessible seating tickets for guest(s) with disabilities as soon as possible by contacting the Accessibility Resource Office, located in Room 101 inside the Technology Center, (636) 797-3000 ext. 3158 or (636) 481-3158 or by email to: [aro@jeffco.edu](mailto:aro@jeffco.edu).

Accessible seating is available for guests with disabilities in the Field House. Accessible seating tickets are available on a first-come, first-served basis and will be distributed until tickets are gone.





## Temporary Disabilities/ Courtesy Services

The Accessibility Resource Office provides limited assistance to students in need of temporary services (i.e. inability to write because of broken bone or inability to sit comfortably in classroom because of recent surgery).

### **Types of Assistance**

The type of assistance is determined on a case-by-case basis and may be dependent on documentation.

Services may include the following:

- Reader
- Scribe
- Note taker
- Recorder (to be provided by student)
- Alternate Seating
- Test Taking Adaptations
- Access Map of Campus
- Other (as determined by the ARO Coordinator)
- Temporary Accessible Parking

### **How to receive services**

Students must contact the Accessibility Resource Office in order to request temporary services. An application for services must be completed and students must meet with a member of the ARO Staff. Jefferson College Accessibility Resource Office has a right to request documentation of the need for temporary assistance from the student's medical provider prior to the implementation of services.

### Faculty Notification of Student Accommodations Letter

Students are responsible for contacting the Accessibility Resource Office at the beginning of **each semester** to ensure a current schedule is on file to initiate the creation of a Faculty Notification of Student Accommodations Letter (Appendix A) for each course the student is enrolled.

This letter:

- Will list a student's accommodations.

- Will be electronically provided from the Accessibility Resource Office to each instructor and Testing Center; students enrolled in classes must e-mail their instructors for verification of receipt of the Faculty Notification Letter before accommodations can be implemented.

### **Student Responsibilities**

Students will receive their Faculty Notification Letter via Jefferson College e-mail. Students requesting that the College provide them with accommodations are required to:

- Check their Jefferson College e-mail for receipt of their Faculty Notification of Student Accommodations Letter(s) from the Accessibility Resource Office. E-mail and/ or make an appointment with each instructor(s) to discuss accommodations.

- Discuss the implementation of each accommodation with instructors at the beginning of each semester. This should be done privately or via email. **Failure to discuss accommodations with your instructor can delay or prevent use of academic accommodations.**





## Accommodations List

ADTR	Additional Peer Tutoring
ALLR	Academic Success Center Referral
ASTC	Assistive Technology provides a variety of adaptive technological equipment and programs for students with physical and/or learning disabilities. Jefferson College's Assistive Technology includes: CCTV (magnifier), portable CCTV, JAWS (text to speech), Kurzweil (text to speech), Dragon (speech to text), ZoomText (magnifier), and TDD.
ATCO	Personal Attendant [Refer to ARO Personal Attendant Policy.]
BKTP	Books in Alternate Format (electronic/ audio version of textbooks)
CALC	Calculator - basic 4 or 6 function [Refer to ARO Calculator Policy.]
CLOS	Closed Captioning
CMOD	Classroom modification (Modified table or chair)
EMSA	Assistance Animal/Emotional Support Animal
ESSY	Essay on computer
EXAB	Excused Absence [Refer to ARO Excused Absence Policy.]
EXAS	Extended Assignment Time of One Class Period
EXTD	Excused Tardy
EXTS	Extended Test taking time (requires TSTC)
FACE	Face-to -Face instructions provided by the instructor to the student in a one-on-one setting, so the student can fully understand the instructions and expectations presented to the class.
FMSY	This system uses a transmitter and receiver combination to broadcast audio. The system allows a hearing-impaired student the ability to amplify the voice of the speaker (who wears the transmitter) with a simple volume knob on the receiver. This unit is also compatible with an amplified neck loop for hearing aids that supports T-coil.
INTR	Sign Language Interpreter/ Captionist [Refer to ARO Sign Language Interpreter/ Captionist Policy.]

**NOTE**            Note Taker is a scribe who takes notes on behalf of a student with a disability.  
                         Refer to Note Taker Procedure.

**NSRD**            No Services Requested





# **Rights and Responsibilities**

## Rights and Responsibilities of the Accommodations Review and Appeal Subcommittee

### Rights

To establish and maintain Jefferson College's disability-related policies and procedures. (subject to administrative approval)

To establish and maintain standards. (subject to administrative approval)

In the case of an appeal, selecting "equally appropriate" accommodations, services, or auxiliary aids when approving accommodations, or services, or auxiliary aids for a student.

In the case of an appeal, requesting additional documentation if the presented documentation does not clearly indicate how the student is impacted by the condition.

In the case of an appeal, recommending different accommodations, services, or auxiliary aids if previously approved or requested accommodations, services, or auxiliary aids do not provide equal access.

## Rights and Responsibilities of Students with Disabilities

### Rights

To be evaluated based on one's ability, not disability. If the disability affects the outcome of an evaluation method, the student is entitled to evaluation by alternative means.

Entitled to an equal opportunity to learn. If the location, delivery system, or instructional methodology limits access, participation, or ability to benefit from, the student has a right to reasonable accommodation in those aspects for the course or program.

Entitled to an equal opportunity to participate in and benefit from the academic community. This includes access to services, extracurricular activities, housing, and transportation at a comparable level as that provided to any student.

Has the right to appeal the institution's decisions concerning accommodations, by filing a petition with the appropriate person. (See appeals process)

### Responsibilities

To identify oneself to the Accessibility Resource Office as a student with a

## **Rights and Responsibilities of Faculty Members**

### **Rights**

To identify and establish the essential elements to an academic program or course and to



performance in the course, that the student has a disability and to notify the ARO Coordinator that such a referral has been made.

To make reasonable efforts to deliver a course that is fully accessible to all students.

# Policies

## Adaptive Furniture

This accommodation is denoted as: OTHR (need to be determined by the ARO Coordinator)

Students who request adaptive furniture as an accommodation must be registered with Accessibility Resource Office and present necessary documentation verifying the need for such.

Types of Adaptive Furniture:

- Adjustable Table

- Chair with/without Arms

- Chair with padding





In order to be considered for approval, appropriate documentation must be provided supporting a direct link between the animal and a documented disability.

### Calculator Policy

This accommodation is denoted as: CALC

Jefferson College has designated the Accessibility Resource Office Coordinator to certify whether a request for an accommodation, due to disability, is reasonable and necessary. The Accessibility Resource Office Coordinator's decision to approve the use of a calculator as an accommodation is based upon the student's documentation of a disability.

Once a student is approved the use of a calculator as an accommodation, all tests and quizzes must be taken in the Testing Center with the designated, approved calculator provided by the Testing Center.

The approval of calculator usage for courses heavy in math content is to be determined by the Accessibility Resource Office Coordinator. The Accessibility Resource Office Coordinator's decision includes the type of calculator to be used and is based solely upon the student's disability documentation.

The student and the instructor should meet at the beginning of the semester in the instructor's office to discuss the use of a calculator. If there are concerns about the use of the calculator, the student or the instructor may ask the Accessibility Resource Office Coordinator to attend this meeting.

If an instructor believes the use of a calculator prevents measurement of the skills a test or an in-class assignment is designed to assess, the instructor should present those concerns in writing to the Accommodations Review and Appeals Subcommittee on a case-by-case basis.

Students may appeal Accommodations decisions through the Grievance and Appeals Process; as outlined in the Procedures section of the Accessibility Resource Office Policies and Procedures Manual. (Procedures>Grievances and Appeals>Appeal of Accommodation(s))

As accommodations are not applied retroactively, disputes must be resolved prior to the student being assessed.

**COVID-19 Accommodation Policy**





## Extra Time on Assignments (EXAS)

Extra time on assignments (EXAS) as an approved accommodation requires students to negotiate *each* and *every* deadline extension with their instructor.

Once an instructor has granted reasonable extensions upon request, he or she is within their right to refuse additional extensions if doing so is in contradiction to the stated course requirements.

When students make subsequent requests for extensions for reasons of a disability either on the same assignment or for several assignments in the same course, they should be referred to the Accessibility Resource Office for support.

When granted reasonable accommodation, students with disabilities are expected to meet stated course requirements.

Accessibility Resource Office

## Facemask Accommodation Policy

**The Accessibility Resource Office**







### Recorder Accommodation

This accommodation is denoted as: RCDR

Students with documented disabilities can request the use of a recorder to tape classroom lectures. Approved students are responsible for providing their own recorder.

#### Recorder Use Regulations:

Students approved for the recorder accommodation have the right to tape record class lectures only for personal study.

Lectures taped for personal study may not be shared with other individuals without the consent of the lecturer.





The National Junior Collegiate Athletic Association (NJCAA), bylaws states: “An NJCAA student-athlete may be granted relief from Article V, Section 4.C, 4.D, 4.E, and 4.F of the NJCAA bylaws in the instance where the following guidelines are followed. Article V, Section 4.C, 4.D, 4.E, and 4.F requirements are adjusted based on the institution’s academic authority evaluation.”

### Service Animal Policy

This accommodation is denoted as: SERV

In accordance with the Americans with Disabilities Act, service animals are permitted in all Jefferson College facilities for persons with documented disabilities. A service animal is any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service the animal is

**Sign Language Interpreters/ Captionists**

This accommodation is denoted as: INTR

Jefferson College has designated the Accessibility Resource Office Coordinator to certify whether a request for an accommodation due to disability is reasonable and necessary. The ARO Coordinator's decision to approve the use of a sign language interpreter or captionist as an

### **Outside Class**

Service providers may be utilized to access Jefferson College resources, such as tutoring, computer labs, support labs, the library, or for class field trips, meetings and other campus events. To request a service provider for times outside of class please contact the Accessibility Resource Office at 636-481-3158 or [aro@jeffco.edu](mailto:aro@jeffco.edu).

### **Exams**

Not all exams can or need to be interpreted. Please notify the Accessibility Resource Office, in advance, of exam days to determine if there is a need for a service provider.

**Service providers are not automatically assigned for final exams.** During final exam week, all services are provided by request only. To request a service provider for final exam week, stu

## Closed Captioning: CLOS

Closed Captioning provides students with text versions of audio content that is synchronized with the video. Videos that are added to your course should include captioning, preferably with an interactive transcript in an accessible media player. By doing so, the videos are accessible to students who are deaf or hard of hearing, non-native English speakers, as well as any student who wants to search the content of the video or learn the spelling of technical terminology.

### **Procedure**

#### **New Video/DVD/Film Releases**

It is the responsibility of the unit/department, administrators, faculty and staff to:

1. purchase and use captioned videos/DVDs/films for teaching purposes within their particular classroom and/or unit/department;
2. substitute a video/DVD/film with captioning in the place of an older version without captioning;
3. update all video/DVD/film stock to include only those with captioning; and
4. create subtitles/captions for any college-created video.

#### **Non-captioned Video/DVD/Film Releases**

It is the responsibility of the unit/department, administrators, faculty and staff to:

1. transition their media materials into captioned and accessible products for all;
2. inquire in the Movie Collection Division of the Jefferson College Library to determine if the college has a captioned version;
3. seek an alternative video/DVD/film with closed-captioning;
4. make a determination if the video/DVD/film is essential to a course outline or may be deleted from a syllabus; or
5. offer an alternative assignment to a student in place of viewing a non-captioned video/DVD/film.

#### **Alternative Accommodations for Non-captioned Videos/DVDs/Films in Academic Courses**

In the event the unit/department, administrators, faculty or staff determine a non-captioned media product is essential to academic course requirements, it is the responsibility of the unit/department, instructor, and/or faculty member to meet with the hard-of-hearing/deaf student to determine reasonable alternatives. A list of possible alternatives (not all inclusive) follows:

1. If the individual interpreter for that particular class agrees to interpret the video/DVD/film, the department will be responsible for additional wages incurred by the interpreter for the extra preparation time it will take to review the media transcript, if available, and/or preview the video. Interpreters must be informed one week in advance of the assignment.

- 
2. If a captioned video/DVD/film is not available, then the hard-of-hearing/deaf student and interpreter may be given a copy of the script (if available) one class meeting prior to the showing. It is the respon

## Parking

This accommodation is denoted as: TPPA

Students and guests with valid Missouri State Disabled Parking Permit do not need to request a parking accommodation.

Students may request temporary accessible parking permits on an as needed basis **not to exceed two consecutive semesters**. Jefferson College has designated the Accessibility Resource Office to certify whether a request for this accommodation, due to disability or a temporary injury, is reasonable and necessary.

A Jefferson College [Access Map](#) is available online at [www.jeffco.edu](http://www.jeffco.edu).





## Seizure Information

**It is the student's responsibility to self-disclose a seizure disorder to the ARO office.**

Students will receive a copy of the Seizure Procedures attached to their accommodation letter during the week before the start of their first semester at Jefferson College from the Accessibility Resource Office.

In the event of a seizure, faculty and staff should:

### **Contact 911**

**When dialing 911 from a campus phone you must dial "9" for an outside line. Campus Police will be dispatched upon calling 911.**

### **DO**

gently place the person on his or her side to help keep their airway clear.

remove chairs, desks, or other nearby hazards away from the person to prevent injury

AND to make room for 911 personnel.

protect the person's head from injury (i.e.: use a sweater or jacket as a pillow).

### **DON'T**

try to hold the person down or in place during a seizure.

place objects between the person's teeth.

try to revive the person with fluids, stimulants, fresh air or walking.

panic. Usually the seizure will subside g0 G2QA49128Cl

# Disability Documentation

The Jefferson College Accessibility Resource Office follows standard practices and guidelines of Higher Education institutions regarding disability documentation.

The requested documentation must include



### **Documentation Requested for Blind or Visually Impaired**

For a student who is blind or visually impaired, the documentation must be dated within the last three years, on office letterhead, typed and signed by a licensed Ophthalmologist or Optometrist. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Accessibility Resource Office. Hand carried copies will not be accepted.

The documentation must provide:

- An ophthalmologic or optometric report indicating current visual acuity, including:

### Documentation Requested for Deaf or Hearing Impaired

For a student who is deaf or hearing impaired, the documentation must be dated within the last three years, on office letterhead, typed and signed by a professionally licensed or certified Speech Pathologist or Audiologist. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Accessibility Resource Office. Hand carried copies will not be accepted.

The documentation must provide:

- An audiological report indicating current hearing levels, including:
  - Speech reception levels – with or without hearing aids and/or assistive listening devices
  - Date of the evaluation
  - A specific diagnosis
  - Recommendations and the rationale for each accommodation



### **Documentation Requested for Physical Disorders and Other Chronic Health Conditions**

For physical disorders and other chronic health conditions, the documentation must be dated within the last year, on office letterhead, typed and signed by a licensed physician specializing in the area for which the diagnosis is made. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Accessibility Resource Office. Hand carried copies will not be accepted.

The documentation must provide:

- A specific diagnosis
- Date of the evaluation
- Method of evaluation or examination
- An explanation of the current functional limitations

### Documentation Requested for Psychological and Psychiatric Disorders

For psychological and psychiatric disorders, the documentation must be dated within the last year, on office letterhead, typed and signed by a licensed psychologist, psychiatrist, professional counselor or social worker. In addition, the documentation must be mailed or faxed from the medical professional office directly to the Accessibility Resource Office. Hand carried copies will not be accepted.

The documentation must provide:

- A specific diagnosis including the DSM-IV or DSM-V code
- Date of the evaluation
- Method of evaluation or examination
- An explanation of the current functional limitations
- An explanation of how the disability would affect the student in an academic setting
- Any possible limiting or negative effects of medication on behavior or cognitive abilities
- Recommendations and the rationale for each accommodation



# Procedures

Accessibility Resource Office

[ADA Right-of-Way Procedure](#)

Jefferson College is committed to providing services, programs and activities that are accessible

## AEL Testing and Academic Accommodations

### TABE Testing and Academic Accommodations

#### **AEL Responsibilities**

AEL will be responsible for the following:

Including informational flyers in student registration packets

Posting flyers in AEL classrooms

Making an announcement regarding accommodations on the first day of class and during open house/ orientation

Identifying students who are “likely” unable to advocate for themselves

Informing students who register over-the-phone that if they are a student with a disability, they will need to schedule an appointment with Accessibility Resource Office to set up academic accommodations.

Include the following statement regarding disabilities in all AEL publications:

*Jefferson College provides reasonable accommodation to qualified students with disabilities pursuant to the Americans with Disabilities Act **Amendments Act of 2008**, the Rehabilitation Act of 1973, and other relevant laws.*

*A student with a disability must contact the **Accessibility Resource Office** Coordinator in order to begin the formal request for the accommodations process. The student must present appropriate documentation of disability that supports requested accommodations. **Appropriate documentation is defined by guidelines published in the Accessibility Resource Office Policies and Procedures manual.** The student will meet with **Accessibility Resource Office** Coordinator to discuss needs, arrangements, responsibilities, etc.*

Following Jefferson College policy, students requiring accommodations will be processed the same as Jefferson College students.

Students requiring accommodations for quizzes, exams, and placement testing must request and schedule accommodations at least **72 hours before the exam date**. Students

- The designated Representative will assist the student with completing the online application for the ARO. During the application process, the student will be required to provide information regarding their disability. The student will be required to provide a letter from a qualified professional who can describe the student's disability and how it affects their academic performance. The student will be required to provide a letter from a qualified professional who can describe the student's disability and how it affects their academic performance.

### HiSet Accommodations

Accommodations for the HiSet must be applied for independently of the Jefferson College Accessibility Resource Office. Students requesting HiSet accommodations should be directed to ETS.

The student must apply to **ETS** for accommodations.

The designated AEL Representative will help the student apply.

Contact the ARO to get all the documentation used for previous accommodations (more documentation increases a student's chances of being approved).

AEL will track the number of our students that apply for accommodations through ETS and the number of students that are approved for HiSet accommodations.

## ATS/Dual Credit Testing and Academic Accommodations

### ATS Responsibilities

The ATS will be responsible for the following:

- Including informational flyers in student registration packets
- Posting flyers in ATS classrooms
- Making an announcement regarding accommodations on the first day of class and during open house/ orientation
- Identifying students who are “likely” unable to advocate for themselves
- Include the following statement regarding disabilities in all ATS publications:

*Jefferson College provides reasonable accommodation to qualified students with disabilities pursuant to the Americans with Disabilities Act Amendments Act of 2008, the Rehabilitation Act of 1973, and other relevant laws.*

*A student with a disability must contact the **Accessibility Resource Office** Coordinator in order to begin the formal request for the accommodations process. The student must present appropriate documentation of disability that supports requested accommodations. **Appropriate documentation is defined by guidelines published in the Accessibility Resource Office Policies and Procedures manual.** The student will meet with **the Accessibility Resource Office** Coordinator to discuss needs, arrangements, responsibilities, etc.*

Following Jefferson College policy, students requiring accommodations will be processed the same as Jefferson College students.

Students requiring accommodations for quizzes, exams, and placement testing must request and schedule accommodations at least **72 hours before the exam date.** Students not able to provide necessary documentation or have an incomplete intake process will not be granted testing accommodations.

ATS will designate an ATS Representative to help with the application process if students are unable to advocate for themselves.

The application process must be done in a confidential manner.

- When a student informs ATS staff that they believe they need accommodations (student had IEP/504 etc. in school), they will be directed to the designated representative and/ or the Accessibility Resource Office.
- The designated Representative will assist the student with completing the online application for the ARO. During the application process, information on the documentation needed will be listed.
- The student is then responsible for gathering the appropriate information/documentation. If students are having difficulty obtaining diagnosis documentation please contact the Accessibility Resource Office.
- When the student obtains all of the neces

If the student is approved, the student will be notified and emailed a copy of the Faculty Notification Letter. The ATS Representative will be provided with an electronic copy of the Faculty Notification Letter.

### Returning ATS Students

Returning ATS Students who were previously designated as requiring academic accommodations will be awarded Faculty Notification Letters upon course registration when warranted. To ensure identification of students with disabilities, students must have a current course schedule. Accommodations cannot be awarded to students who are not enrolled in classes/ do not have a current course schedule; with the exceptions of the entrance exam.

**Approval of a previous semester does not guarantee approval of accommodations for following semesters.**

### Work Keys Accommodations

Accommodations for the Work Keys must be approved by the Jefferson College Accessibility Resource Office. Students requesting Work Keys accommodations should be directed to the Accessibility Resource Office.

The ATS Representative will provide a list of students taking the Work Keys exam to the Accessibility Resource Office within 4 to 6 weeks prior to testing.

If the student is approved the student will be emailed a copy of the Faculty Notification Letter. The ATS Representative and Testing Center will be provided with an electronic copy of the provisionally approved accommodations.

An ATS Representative will communicate with students individually to discuss approved accommodations and give students the opportunity to choose for themselves if they would like to utilize or waive their accommodations for the Work Keys test.

- Students wishing to waive an approved accommodation may do so, but we must ensure that they are choosing to do so of their own freewill and choice and should complete and sign the Waiving Use of Approved Accommodations form.
- The ATS Representatives will present the completed forms to the Testing Center at least three days prior to the scheduled testing date.

Arrangements for testing must be made two to four weeks prior to testing.

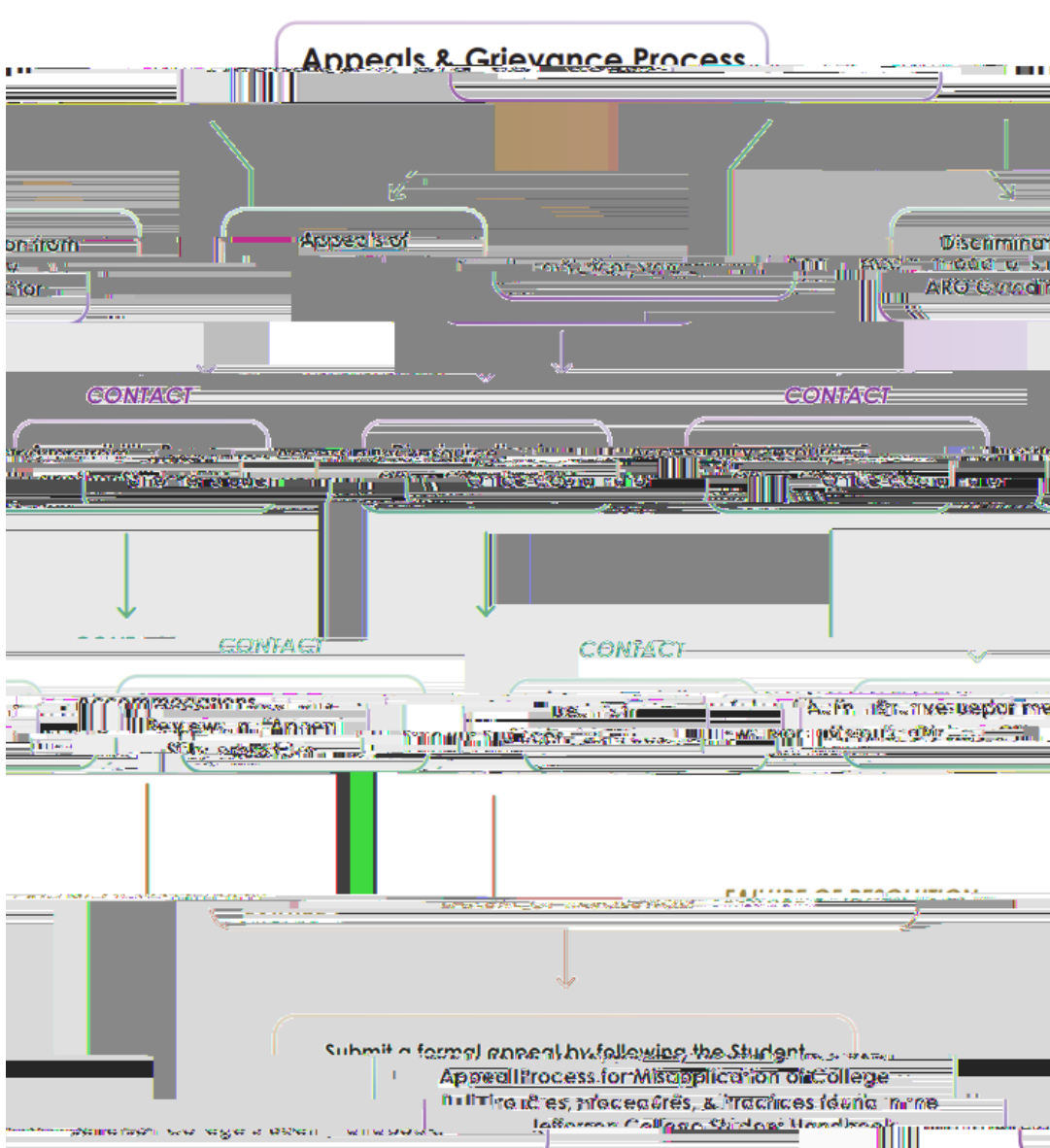
Failure to complete any of the above, itemized steps would result in the student being unable to test. ATS Representatives must ensure all efforts are made to provide testing accommodations to those students being identified as having a disability.





of the discussion, the student should proceed by following the Student Appeal Process for Misapplication of College Policies, Procedures, & Practices found in the Jefferson College Student Handbook.

**Formal administrative channels should only be used when informal processes have been exhausted. The first step for all disability related issues should be to contact the ARO Coordinator; Linda Ladendecker-Corley at (636) 797-3000 Ext. 3169, (636) 481-3169, or [lladende@jeffco.edu](mailto:lladende@jeffco.edu).**



# Appendices

### Appendix A



Name:  
V#:  
STATUS

#### Faculty Notification of Student Accommodations

Student: [Redacted]

#### Accommodations


[Click here to download the Online Policy and Procedures Manual](#)

The named student is currently enrolled in your class and is registered with the Jefferson College

Accessibility Resource Office. The student is registered as a [Redacted]

[Redacted] and has been granted the following accommodations:

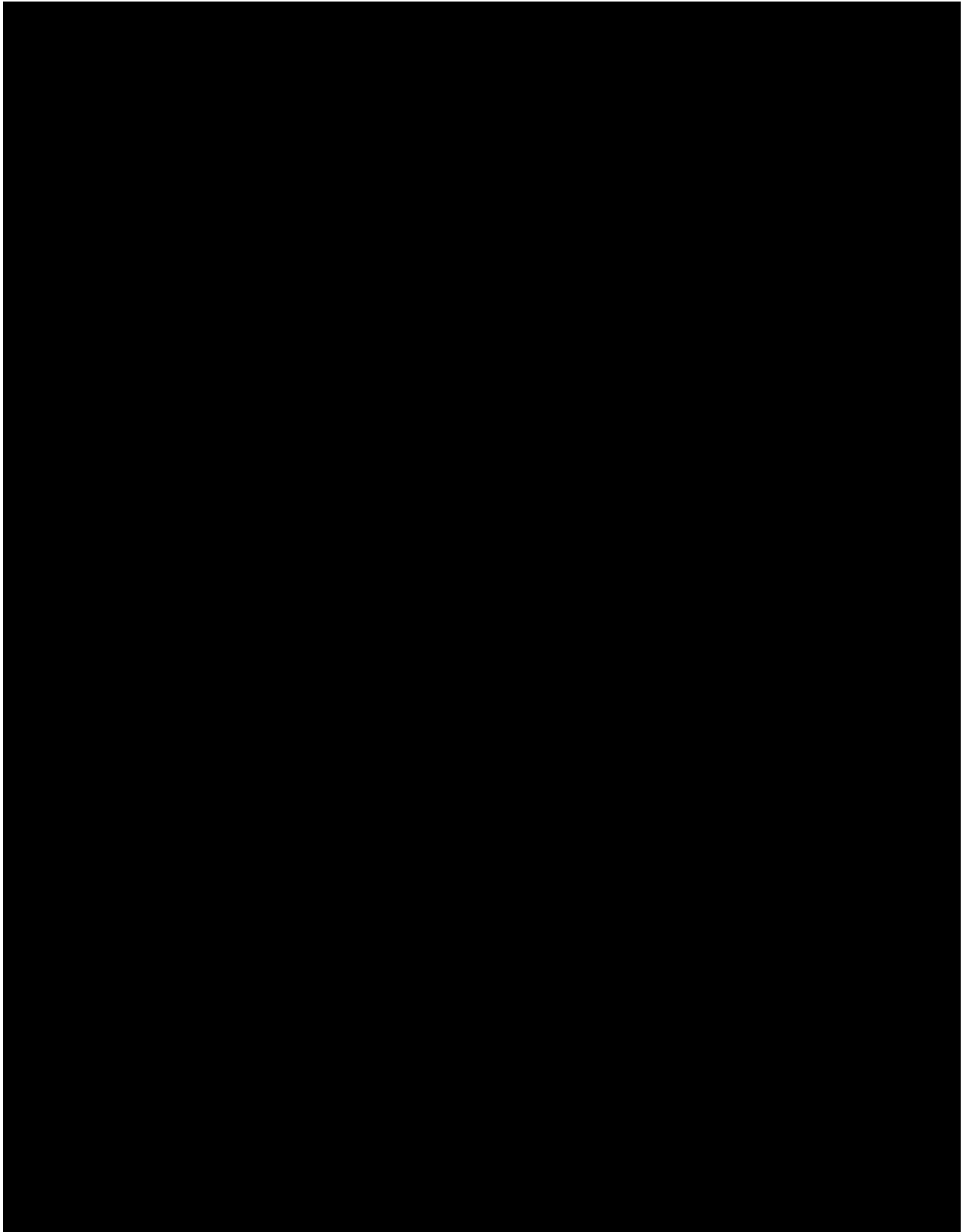
[Redacted] request for [Redacted]

accommodations and has been granted the following accommodations: [Redacted]

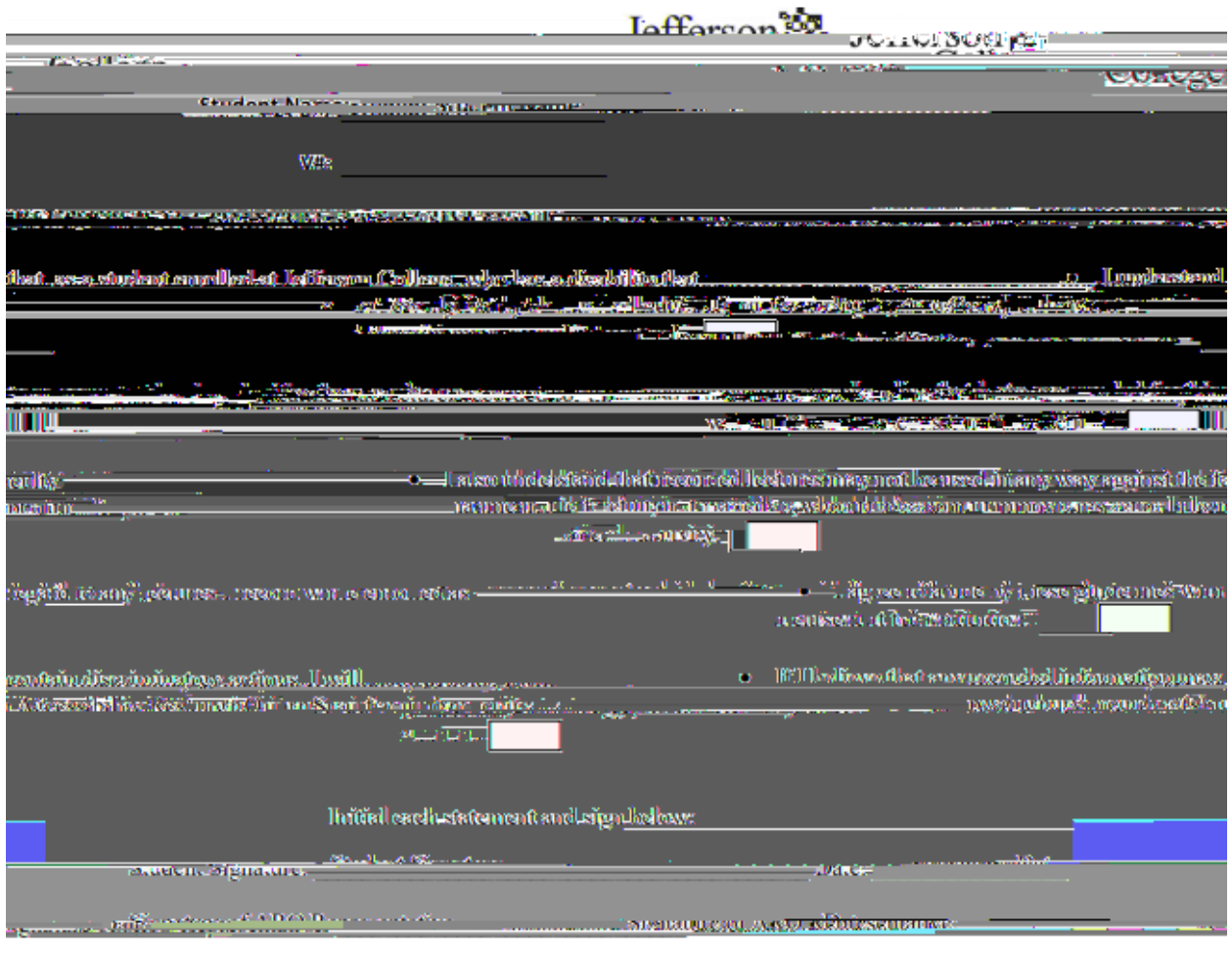
The student has been instructed to contact [Redacted]

[Large redacted area containing illegible text and graphics]

## Appendix B



## Appendix C



## Appendix D

