THE ROLE OF DISABILITY SUPPORT SERVICES (DSS) IN THE CLASSROOM

Under Section 504 of the Rehabilitation Act of 1973 as well as the Americans with Disabilities Act of 1990, students with verified disabilities who are otherwise qualified to attend Ivy Tech Community College are protected from discrimination and are assured equal access to educational programs. Accommodation under these civil rights statues is determined on a case to case basis. Every student requesting accommodations through the Disability Support Services (DSS) office is required to provide relevant documentation of a disability from a licensed professional. Additional information on documentation guidelines can be obtained by calling Disability Support Services at Ivy Tech Community College. After documents are submitted, it takes approximately two weeks to determine if the student is eligible for services.

Students with a documented disability may be approved for any of the following accommodations:

- Extended testing time/quiet room
- Audio exams
- Alternate format textbooks
- Interpreting services
- Scribing of exams
- Enlarged prints/alternative answer sheet
- Adaptive software or equipment
- Seating considerations

PROCESS FOR REQUESTING ACCOMMODATIONS

1. Schedule an appointment with the Office of Disability Support Services. It is recommended that appointments be scheduled at least 30 days in advance.

2. Discuss eligibility under DSS guidelines and discuss the accommodation process with DSS.

3. Complete a DSS intake form with DSS.

4. Provide appropriate documentation of disability according to DSS guidelines. Completed documents are to be returned to DSS in a sealed envelope or sent by fax to DSS.

5. Documentation will be reviewed and eligibility determined. DSS will send an email notification to student’s Ivy Tech email account acknowledging eligibility status. Prospective students that do not yet have an Ivy Tech email account will be notified via paper letter sent to their home address.

6. The student requests the Faculty Notification Form (FNF) from the Office of Disability Support Services. DSS will send an email to the student and instructors requesting required signatures on the form and students should discuss the accommodations with their instructors in a one-on-one setting.

7. Students are required to complete a semester request each semester they need services.

CONTACT INFORMATION FOR KOKOMO, LOGANSPORT, PERU AND ROCHESTER

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For access to the DSS Libguide visit IvyTech.edu/DSS and visit the Kokomo tab. DSS Libguide provides resources such as scholarships for students with disabilities, assisted technology, and study tools.