

South Central College (SCC) is committed to providing equal opportunities for qualified students with disabilities to participate in the courses, programs, and activities of our college. The Academic Support Center (ASC) is the designated office at SCC where students with qualifying disabilities can request reasonable accommodations for their courses.

Academic Support Center – Disability Services Contact Information

Faribault Campus:	Room A-116	(507) 332-5847
North Mankato Campus:	Room B-132	(507) 389-7222
	ds@southcentral.edu	(507) 389-7464 [Fax]

Requesting Disability Services

Accommodations are determined on a case-by-case basis. To request accommodations, students must meet with Disability Services (DS) staff to discuss their accessibility concerns or barriers (how the program, service, or activity at SCC is created in a way that they are unable to access it) and provide appropriate disability documentation.

Meet with DS staff and provide recent documentation.

During this appointment, the student should be prepared to discuss their disability diagnosis, the impact of the disability in the academic setting, accommodation history, and reasonable accommodations to provide access to courses, programs, and activities at SCC.

Although it is helpful to have documentation prior to this meeting, it is not required. However, accommodation implementation may be delayed until appropriate documentation is received. Documentation should be comprehensive, discuss the current impact of the disability, and be signed by an evaluator qualified to make the diagnosis.

- The nature of the disability will determine what documentation is needed. DS staff will provide guidance on documentation guidelines.
- High school IEPs or 504 Plans can be submitted for consideration. The most recent Evaluation Report must be submitted along with the IEP or 504 Plan. DS staff will review the documentation to determine if there is enough information in it to determine disability status at the college level. Please note that high school IEPs and 504 Plans are written to meet requirements under the Individuals with Disabilities Educational Act (IDEA), which does not apply at the college level.

SCC will provide reasonable accommodations, adjustments, and/or auxiliary services that are warranted and supported by the received documentation and structured student interview. Accommodations cannot fundamentally alter the educational program or academic requirements that are essential to a course or program. Accommodations are not retroactive.

Maintaining and Updating Disability Services

Communicate with DS staff regarding any issues with the implemented accommodations, schedule changes, or additional accommodation requests.

Follow the student responsibilities in regards to accommodation processes and procedures.

Request accommodations each semester.

Self-Advocacy

An important skill necessary for postsecondary success is the ability to self-advocate. Self-advocacy involves being able to speak and act on one's own behalf, asking for help when it is needed, making informed decisions, and taking responsibility for these decisions. Being a self-advocate involves understanding oneself and their disability, knowing individual strengths and weaknesses, and being aware of educational and personal needs. It also involves being able to express this information to others when necessary. Colleges and universities are restricted from seeking out students with disabilities due to privacy laws. The student is responsible for requesting the services they believe they need.

Reasonable Accommodations

Reasonable accommodations are academic adjustments made to courses, programs, or policies. The purpose of accommodations is to remove or minimize disability-related barriers. Reasonable accommodations must not compromise standards or fundamentally alter essential elements of a course, program, or policy.

Disability Information for Students

Students with disabilities who have accessibility concerns and would like to request reasonable accommodations are responsible for contacting the ASC. Prior planning is key to ensuring accessibility concerns or disability-related barriers are addressed in a timely and appropriate manner. Accommodations are not retroactive.

Rights of the Student

- Equal opportunity to learn, work, and receive reasonable accommodations, academic adjustments and/or auxiliary aids and services.
- Access to services that may be needed for equal access to courses, programs, services, jobs, activities, and facilities.
- Be treated in the same manner as other students.
- Privacy of information regarding the disability in accordance with applicable laws.

Responsibilities of the Student

- Provide appropriate documentation to the ASC from an appropriate professional that describes the nature of the disability and how it limits participation in courses/programs.
- Request accommodations through the ASC prior to each semester or prior to needing the accommodations.
- Notify the ASC of any changes in registration and/or needed accommodations.
- Request and use approved accommodations in a responsible and timely manner.
- If necessary, provide attendant care for personal needs while on campus.
- Report any grievances in a timely manner.
- Meet the same essential academic requirements as all other students on campus.
- Follow all program and SCC policies and procedures, including the Student Code of Conduct.

Grievance Process

- A student who disagrees with the decision regarding a request for accommodation may request a meeting with the Director of Academic Support to review the request. Most complaints can be resolved at this informal level.
- File a complaint/grievance following the Complaint/Grievance Procedure found on the website.
- File a complaint directly with the U.S. Department of Education Office of Civil Rights (<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>).