

The College

Barton County Community College's philosophy of education recognizes the individual as society's greatest resource. That recognition offers you important benefits. First, it means your classes will be small enough to allow one-on-one contact with your instructors. In addition, it means we offer a comprehensive curriculum and excellent facilities designed to serve your individual educational needs.

All incoming freshmen must be assessed prior to initial enrollment.

Mission Statement

Barton County Community College, as a learning college and as a learning organization, advances learning that improves not only the economic, social, and personal lives of individuals, but also their contributions to society.

Accreditation

Barton County Community College is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, www.ncacihe.org. Also, Barton County Community College is accredited under the provisions of the Kansas Community Junior College Act of 1965 and is a member of the American Association of Community Colleges as well as the Council of North Central Junior Colleges.

BARTON

COUNTY COMMUNITY COLLEGE
245 NE 30 RD · Great Bend, Kansas 67530

www.bartonccc.edu
800-748-7594

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-105, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

A Guide to Disability Services



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COUNTY COMMUNITY COLLEGE

A Guide to Disability Services

As part of its mission to advance learning and improve lives, Barton County Community College strives to provide access and opportunity to all qualified students. Additionally, Barton, like all schools, is required by law to provide reasonable academic accommodations to students with disabilities.

What is an accommodation?

Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs.

There are many categories of accommodations. Appropriate accommodations are provided on an individual, case-by-case basis. Some common accommodations include:

- adapting a dorm room or a classroom for a student who uses a wheelchair
- extending timelines on assignments or tests
- providing for the use of auxiliary aids such as sign language interpreters, tape recorders, note takers, scribes, readers, or books on tape

Some accommodations will not be provided. These include personal devices or assistance with personal services. Additionally, schools are not required to alter the fundamental requirements of a class or program. Finally, schools are not required to provide the specific accommodations requested or the ideal accommodation, but are obligated to provide **reasonable accommodations**, for known limitations.

Disclosure & Documentation

Students who believe they are entitled to and in need of an accommodation need to disclose this information to the appropriate office or person. At Barton, the student should contact the Student Support Services office. The student should begin the accommodations request process as early as possible to allow adequate time for accommodations to be set in place.

Additionally, students wanting to request an accommodation will need to provide recent *professional* documentation regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations.

Accommodations Process

1. Student notifies the Student Support Services office in the north end of the library, of the need for accommodations.
2. Student provides recent professional documentation of his or her disability.
3. Student meets with Student Support Services staff member to discuss appropriate accommodations and to complete the Request for Accommodations form.
4. Student delivers Accommodations Request Memo to his or her instructors and obtains instructors' comments and/or signatures.
5. Student provides instructors and Student Support Services office with appropriate copies of the signed Accommodations Request Memo and keeps one for his or her own records.
6. Student Support Services staff provides follow up with student to ensure that accommodations are being granted and are effective.
7. Student repeats steps 3 through 5 above for subsequent semesters.

Privacy

Barton County Community College adheres strictly to the Family Educational Right to Privacy Act (FERPA), which does not allow institutions to release information to parents without the permission of the student. Additionally, the Barton Student Support Services office will not release a student's disability documentation to another institution without the student's written consent. Finally, the Barton Student Support Services office will provide instructors only information that applies to the accommodations a student needs but not information about the disability itself.

Appeal

Barton County Community College has established procedures for students to appeal decisions about the accommodations process. For information on the appeal process, students should contact the Dean of Student Development.

Suggested Reference

The United States Department of Education has available an informative publication for students with disabilities who are transitioning into post secondary education. The publication is entitled *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*. The Publication is available to view or order online at www.ed.gov/print/about/offices/list/ocr/transition.html