

DCTC 1B.4.1 Students With Disabilities

Chapter 1 – College Organization and Administration

Part 1. Services for Students with Disabilities

Dakota County Technical College (DCTC) provides support services for qualified students with disabilities. Students with disabilities may obtain assistance during any phase of the education process including admissions, registration, advising, instruction, and placement.

The faculty and staff at DCTC are committed to providing students with disabilities the appropriate accommodations to ensure access to programs, services, and activities as required by the Americans with Disabilities Act (ADA) section 504. In accordance with ADA section 504, the following are available to qualified students with disabilities:

- Support, counseling and information services.
- Academic assistance including assistive devices.
- Course selection and program advising.
- Tutoring and testing accommodations.

Upon request, an advocate can be assigned to assist with accommodation requests, intervention, and grievance procedures. Contact Jennifer Robinson-West at 651-423-8217.

Part 2. Obtaining Initial Accommodations

Students have the responsibility to report their needs to the faculty or to the Disabilities Services Advisor, Anne Swanberg at 651-423-8469.

When a student requires an accommodation, the student will be directed to contact the Disability Services Advisor and provide current (within three years) documentation of the disability. All requests are confidential.

A student with a disability has the same obligation as any other student to meet and maintain the college's academic standards.

Part 3. Requesting Accommodations

It is the student's responsibility to request accommodations or auxiliary aids at least two weeks before classes or activities begin. One exception is a request for reader services or books on tape, which must be made at least six weeks prior to when the materials are needed.

Untimely requests may result in delay, substitution, or denial of an accommodation.

If a request is submitted late, every reasonable effort to accommodate the request will be made.

Part 4. Alternative Testing for Students with Documented Disabilities

Subpart A: Student Responsibilities

- Students are advised to set up a testing appointment at least three (3) academic days in advance of the desired test date to ensure staff availability for the desired testing time period.

- Students are to arrange for testing via telephone or email with either Anne Swanberg (651-423-8469, anne.swanberg@dctc.edu) or Judy Becker (651-423-8420, Judy.Becker@dctc.edu). Note: Students who need a test reader will be provided a taped test at the arranged testing time.
- Testing appointments will be accepted up to two (2) weeks in advance of the desired test date.
- Students are required to call and inform one of the above persons as soon as possible before the scheduled test date/time if unable to keep the testing appointment.
- If a testing appointment is missed, with instructor permission, a make-up test appointment may be arranged by contacting Anne Swanberg at 651-423-8469.
- Students are responsible for arriving to their testing appointment on time. Arrival more than thirty (30) minutes late automatically causes cancellation of the appointment. However, if a student arrives later than 30 minutes *and* staff is still available to proctor, then the student's appointment time block will be honored even if the student arrives late, but the test will still be collected at the end of the student's assigned time. (Example: Student has an appointment from 1-3 p.m. and arrives at 2 p.m. Student then has one hour to complete their test before it is collected.)
- Students are to come prepared to complete the test without a break. All books, book bags, notes, jackets, etc. will be secured by the Center for Student Success staff.
- Students will only be allowed to use materials during testing which have been noted by the faculty member on the form given to the Center for Student Success which accompanies the testing materials.
- Students will be given the test at the appointed time and the test will be collected at the end of the allotted time by the proctor.
- All students must follow the Student Code of Conduct. Violations (cheating, disturbing others, etc.) will be handled through the Student Code of Conduct discipline process.

Subpart B: Faculty Responsibilities

- Faculty members are responsible for including all exam dates in the class syllabus in order for students to schedule their special accommodations in advance.
- Faculty members are to place the test(s) in a white envelope with a Disability Testing Form instruction sheet, seal the envelope, and sign across the seal to ensure the security of the test. The test is to be delivered to either Judy Becker (651-423-8420) or Anne Swanberg (651-423-8469) who will then log the test and place it in a secure location. The white envelopes and the Disability Testing Form are available in the Center for Student Success. The instruction sheet is also available on the DCTC Intranet.
- To ensure the integrity of testing, no test will be given to a student unless it is received in a sealed, signed envelope.
- Upon completion of the testing appointment, test materials are collected by the proctor and secured until the faculty member picks them up. Faculty members will be notified upon completion of the test by the Center for Student Success in the manner specified on the Disability Testing Form.

Subpart C: Center for Student Success Responsibilities

- The Center for Student Success staff will work with eligible students with disabilities to arrange for testing when requested by the student.

- Tests will only be proctored by Center for Student Success staff.
- All tests will be kept in a secure location and will only be opened at the time of the test.
- Faculty will be notified promptly via DCTC email after student completion of a test.

Related Documents: In finalized policies folder

- Minnesota State Policy 1B.4

Procedure History:

Effective Date: 07/01/1995

Last Revision Date: 08/11/2011

Date most recent procedure revisions go into effect: 08/11/2011

Date and Subject of Revisions:

05/23/2017 – Updated procedure format, contact details for Center for Student Success staff. Also changed MNSCU reference to Minnesota State