

How do students request support?

Students seeking accommodations are required to provide current (within 7 years) documentation of their disability (often a high school IEP or doctor's assessment), which is kept on record in the Academic Support office. Students must contact the Coordinator of Academic Support Services to discuss their needs for each semester they wish to receive accommodations. Each semester, students sign to give the Coordinator permission to communicate with their instructors. The Coordinator then provides an emailed Letter of Accommodation (LOA) to the student's instructors, copying the student and his or her advisor, listing appropriate accommodations.



Jake Runge

Coord. Academic Support Services
jrunge@sandburg.edu
309.341.5262 Phone
B64 Office (in Crist Center)



Disability Support at Sandburg

Student Rights to Accommodation

Accommodation Request Procedures

Contact Information



**CARL
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Academic Support Services



Disability Support at Carl Sandburg College

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Disability Support at Carl Sandburg College seeks to make the classroom equally accessible to students with disabilities by providing students with tools and accommodations intended to remove barriers imposed by their unique disabilities.

Current or prospective students or visitors to campus who have questions about disability access should contact the Coordinator of Academic Support Services.

Rights to Accommodation

Students with disabilities have the same right to equal access to education as non-disabled students. Where a student's disability imposes a barrier to equal access to the physical or learning environment, Carl Sandburg College is responsible for providing accommodations. These can include:

- Alterations to the physical environment
- Classroom supplements and tools
- Testing support, including providing a reader, testing in an alternate location, and extended testing time
- Permission to use tools and services in the classroom (voice recorders, guide dogs, ASL interpreters, etc.)

Students have the right to request that *anything* be considered as an accommodation for their disability. The Academic Support Services Coordinator determines what accommodations are appropriate in a given circumstance.

Limitations

Accommodations will only be approved by Academic support if they are disability-related and reasonable. An accommodation is reasonable under the following conditions:

- It is not a fundamental alteration of the course goals
- It is not of a personal nature (e.g. a matter of mere convenience)
- It is not a direct threat to others

For more detailed information on disability support, visit sandburg.edu/Services/Disability-Support

