Student Accessibility Handbook

Disability Support Services (DSS) – S307
Office Hours

Monday – Wednesday
8:00am – 6:30pm

Thursday – Friday
8:00am – 4:30pm

* Evening hours by appointment only

* During June and July, all offices close promptly at 3:00pm on Fridays

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin, military status, disability, age, genetic information, or sexual orientation.

When requested, DSS and Stark State College materials can be provided in an alternate format.
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Stark State College

Student Accessibility Handbook

The purpose of this handbook is to provide students, faculty and others with information regarding the services available to those attending college who have a disability (permanent or temporary) that substantially limits one or more of their major life activities.

The mission of the Disability Support Services department is to provide equal access to educational opportunities for all qualified students with disabilities and to ensure that all students can freely and actively participate in all facets of the college.

If you have any questions regarding SSC policies and procedures regarding persons with disabilities, please contact the Counselors for DSS:

**Kathy Bernstein, M.Ed., CRC**  
Disability Support Services, Director  
330-494-6170 ext. 4423  
kberstein@starkstate.edu

**Melody Lee MS, CRC**  
Disability Support Services, Counselor  
330-494-6170 ext. 4754  
mlee@starkstate.edu

**Lisa Gilliland M.Ed., CRC**  
Disability Support Services, Counselor  
330-494-6170, ext. 4730  
lgilliland@starkstate.edu

*For an Appointment, Please call:*

**Susan Husser, Administrative Assistant**  
Disability Support Services  
330-494-6170, ext. 4935  
shusser@starkstate.edu

**Shirley Dominik, Project Assistant**  
Disability Support Services  
330-494-6170, ext. 4260  
sdominik@starkstate.edu
Introduction

Mission Statement

Standards
Mission

Stark State College provides quality, high-value associate degrees, certificates and professional development in a diverse, student-centered learning environment. The College is dedicated to lifelong learning, affordability, transferable higher education, and career success. We advance quality of life through access, inclusion, stewardship and business and community partnerships.

Vision

Stark State College will be a leader in higher education and a catalyst for economic growth and community prosperity.

Open Door Policy

Access to Ohio's state-assisted colleges must be assured for every person who wants and can benefit from higher education. Stark State College maintains an "open door" policy and cordially welcomes anyone who wishes to receive a higher education.

General Learning Outcomes

Stark State College has identified six general learning outcomes (GLOs) which represent the knowledge, skills, and abilities needed by students who graduate from our institution.

The outcomes designated below are addressed in each course:

- Effective Communication (written, oral, reading, listening)
- Quantitative Literacy (includes computational skills)
- Information Literacy
- Critical Thinking
- Civic, Professional, and Ethical Responsibility
Standards Concerning Students with Disabilities

Stark State College will:

1. Conform to the applicable federal, state and college policies, regulations and definitions regarding students with disabilities.

2. Provide services that comply with internal and external policies and laws to qualified students through the coordination of college services and the consultation of the Counselors in the Disability Support Services Office.

3. Uphold academic standards in the context of these policies and services.

4. Encourage students to provide documentation to determine the most appropriate accommodations.

5. Assist qualified students with disabilities in obtaining reasonable accommodations.

6. Maintain the confidentiality of students with disabilities.

7. Provide an environment that assists in a smooth transition into a higher education program.

8. Provide consultation to faculty and staff regarding the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2012, and section 504 of the Rehabilitation Act of 1973 regarding requirements for students with disabilities.
Section One

Procedures for Obtaining Services and Accommodations

Accommodations and Services

Explanation of Accommodation Checklists and Accommodations
Procedures for Obtaining Accommodations and Services

Determining Eligibility for Services and Accommodations

To receive services from Disability Support Services (DSS), follow the process outlined below:

1. Call to schedule an interview with a DSS Counselor to discuss services and academic needs so your accommodations can be in place when your classes begin.

2. Submit a copy of your documentation from an appropriate professional to the DSS office. Bring, mail, Fax or E-mail documentation to:

   Stark State College
   Disability Support Services
   6200 Frank Ave N.W.
   North Canton, OH 44720-7299
   FAX: 330-497-6313
   E-mail: disabilityservices@starkstate.edu

   Documentation includes a diagnosis of disability and functional limitations from a professional source such as:
   
   A. Medical Doctors
   B. Psychiatrists
   C. Psychologists
   D. Other qualified professionals

   Documentation may include test scores, other evidence to support the diagnosis, Individualized Education Plan (IEP), Multi-Factored Evaluation (MFE), Evaluation Team Report (ETR), Section 504 Plan and any suggested accommodations.

3. Meet with the DSS counselor. Upon review of the documentation and discussion of disability and academic needs, the counselor will determine the accommodations you are eligible to receive while attending Stark State College. The DSS Counselor will also review available resources and tutoring information.

4. Prior to the start of each semester, it is your responsibility to pick up your Accommodation Checklists from DSS and take to each of your instructors.

5. Contact DSS immediately if you are having any difficulty in a class or with an accommodation.
Accommodations and Services

DSS approves accommodations to students based on academic access, appropriate documentation of the disability, and academic integrity. These include, but are not limited to:

Accommodations:

☐ Exam accommodations
☐ Note-taking assistance
☐ Recording of lectures
☐ Interpreters and captioning
☐ Adaptive equipment and software
☐ Alternative format for textbooks (CD, PDF, or e-text, material in Braille)
☐ Enlarged materials
☐ Reader or scribe for exams

Services:

☐ Discussion of disability-based needs
☐ Admissions and financial aid assistance
☐ Assistance with scheduling classes
☐ Academic counseling
☐ Consultation with faculty members
☐ Referral for diagnostic testing
☐ Tutoring
☐ Classroom assistance
☐ Career planning
☐ Coordination of community services

Explanation of Accommodation Checklists and Accommodations

Accommodation Checklists
Accommodation checklists inform your instructors of the accommodations you are eligible to receive. You are responsible to pick these up each semester from DSS and deliver them to your instructors. It is recommended that you discuss these accommodations with your instructors.

If you are taking online classes, please contact DSS so we can email your accommodation checklist to your instructor.
Descriptions of Possible Accommodations

Exam Accommodations

**Extended test time** – You are eligible to have 50% (unless otherwise indicated) more time to take your test(s).

**Quiet or distraction-reduced area for testing** – You are eligible to take tests in a distraction reduced environment. You will be testing in the Testing Center (M202) unless otherwise indicated by DSS.

**Testing Center Procedures (M202)**
Please see Testing Center Information, Policies, and Procedures [http://www.starkstate.edu/testcenter](http://www.starkstate.edu/testcenter)

**DSS Testing Procedures**
DSS proctors exams according to faculty instructions.

If you fail to show or are late, without written or verbal permission from the instructor, your exam will be returned to the instructor and proctoring of all other exams in that course may be canceled. It is your responsibility to contact your instructor to reschedule the exams for that course. DSS will only reschedule the exams based on the instructor’s written directions.

If you are ill, you must call DSS at 330-494-6170 ext. 4935 and the instructor before the scheduled time of the exam to seek written permission to reschedule the missed exam(s). Failure to notify DSS prior to the scheduled time of the exam will be handled as a no-show.

**Note Taking Assistance**
You are eligible to have a student note-taker in your class. Please see DSS for the necessary note-taker forms. Carbon note paper is available in the DSS office.

**Recording of lectures**
You will be asked to sign an agreement based on the Stark State policy for recording lectures.

**Interpreters and Captioning**
You may be asked to provide updated information from your doctor or audiologist. Requests for services should be submitted thirty days prior to the start of the semester. You will be asked to read and sign the Guidelines for Students for Using Interpreting or Captioning form.

You may also request interpreters or captionists for other College activities, such as tutoring, meetings with teachers or counselors/advisors and special programs. You should provide a three day notice when requesting services for these events.
Service Dog Guidelines
A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of Stark State College where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

College staff may ask an individual with a disability to remove a service animal from the premises if the animal is out of control and the animal's handler does not take effective action to control it, or the animal is not housebroken.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). College staff are not responsible for any aspects of caring for a service animal.

College staff will not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Staff may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. Stark State College will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, staff will not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
Adaptive Equipment and Software
You may be eligible to use specialized equipment or software to assist you in your classes. Your DSS counselor will determine and explain if this is an accommodation for you. Requests should be submitted in advance of the start of the semester. Equipment is checked out and must be returned every semester. You will be asked to read and sign a Borrower's Form if you are using Stark State College equipment.

Enlarged materials
Enlarged print materials may not be available for 1-2 business days. Please make your requests to DSS as soon as possible.

Alternative Textbooks (Media)
You may request your textbook in a CD, PDF, or other electronic format. Requests may take up to 2-3 weeks to process through the publisher. You are required to purchase the textbook and may be asked to provide your receipt of purchase.

Readers and/or Scribes for Exams
You will be testing in the DSS office (S307) if you are using these accommodations for testing. You must schedule readers or scribes in advance through DSS. You will be asked to read and sign the Guidelines for Using a Reader or Scribe form.

For any of the above accommodations that require advance requests, you may follow the links in My Stark State to submit online requests directly to DSS:
My Stark State – Student Support Tab – Disability Support Services – Forms (Click on specific request)
Section Two

Rights and Responsibilities

Confidentiality

Dispute Resolution Process
STUDENT Rights and Responsibilities:

As a student with a disability you have, by law, certain rights as summarized below:
1. Appropriate accommodations in order to receive equal access to education and services based on documented limitations
2. Confidentiality
3. Equal and fair treatment

In order to receive services from DSS, it is your responsibility to:
1. Request accommodations and services in a timely manner
2. Provide DSS with appropriate documentation of your limitations
3. Discuss your academic needs with a DSS Counselor
4. Discuss test or class accommodations at the beginning of each semester with your instructors
5. Provide updated documentation when changes occur, or as requested by DSS
6. Be your own advocate

Disability Support Services (DSS) Rights and Responsibilities:

It is the right of DSS to:
1. Request appropriate documentation of a disability to determine appropriate accommodations
2. Ask students to meet with counselors
3. Require reasonable notice for accommodations
4. Suspend services pending investigation of abuse of those services

It is the responsibility of DSS to:
1. Maintain student confidentiality
2. Coordinate reasonable and appropriate accommodations and services for students as verified by documentation of their disabilities and academic need
3. Work with students and faculty in determining individualized accommodations
4. Act as mediator or advocate for students when appropriate
5. Teach advocacy skills to students
6. Coordinate access to available equipment
7. Report, to faculty, any student caught cheating on exams while using DSS space, or strongly suspected of academic misconduct
8. Ensure that students are not discriminated against on the basis of disability
FACULTY Rights and Responsibilities

The faculty has the right to:

1. Ask that DSS has verified student eligibility for services
2. Consult with DSS staff as appropriate to assist in providing reasonable and appropriate accommodations
3. Expect students with disabilities to meet the same academic and behavioral standards as their peers
4. Expect that DSS will use appropriate test security measures to protect the integrity of exams
5. Expect students to request accommodations in a timely manner

It is the responsibility of the faculty to:

1. Meet with students confidentially to discuss disability related needs
2. Provide classroom materials in alternate format when requested. This may require consultation and/or coordination with DSS
3. Work collaboratively with DSS in providing appropriate and timely academic accommodations for their courses
4. Maintain confidentiality of those students in class who have a disability
5. Provide accessible times that the student can meet to discuss academic needs and accommodations
6. Ensure that students are not discriminated against on the basis of disability in their classroom
Confidentiality

DSS ensures that all student information pertaining to a disability is confidential as required by law. Any disability documentation obtained by DSS is used to verify that a student has a qualified disability and may require accommodations. The following are the guidelines used by DSS regarding disability documentation:

1. All documentation for students at Stark State College is kept in the DSS office in secure file cabinets.
2. The documentation for each student is kept in a separate file.
3. Only staff personnel working in DSS have access to these files.
4. Documentation may be released only when a student has signed a “Release of Information” form giving written permission.
5. DSS will not forward or release documentation which originated with another institution or professional.
6. A student has the right to review the contents of his/her own file.

Verification to Instructors

Your instructors will not need to see your documentation or know specifics about your disability; however, DSS staff encourages you to discuss your academic needs with your instructors. They will not provide accommodations without your Accommodations Checklist.
DISPUTE RESOLUTION PROCESS

It is the intent of the college and DSS to resolve all discriminatory conflicts of students with disabilities who believe their rights have been violated. In this effort, DSS will work cooperatively with students, staff, faculty, and administration to resolve issues and promote the rights of students with disabilities.

Stark State College supports students in their right to file a grievance in situations involving violations of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, As Amended in 2012. If you feel you have been discriminated against on the basis of your disability, you may file a complaint with the college’s ADA/504 Coordinator. Copies of the detailed Grievance Procedure for Complaints Concerning Discrimination are available in the office of Student Services (Room S305).

ADA/504 Coordinator
Student Services
Stark State College
6200 Frank Avenue NW
North Canton, OH 44720
Telephone: (330) 494-6170
FAX: (330) 497-6313

At any point, a student has a right to contact the Office of Civil Rights:

Office for Civil Rights
Cleveland Office
U.S. Department of Education
1350 Euclid Ave Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970
FAX: (216) 522-2573
TDD: 1 (877) 521-2172
E-mail: OCR.Cleveland@ed.gov

The dignity of all parties involved will be held in highest regard at all times. All parties involved will receive prompt and considerate action, consistent with the best interest of all parties involved and the college.
Section Three

Stark State College Resources
### Stark State College Resources

#### Academic Advisor
Check myStarkState for your advisor. Your Academic Advisor can help with your educational & career objectives, selection of academic major, planning course sequence & class scheduling.

#### Advising & Student Engagement
Extension 4661 Office S311
The Advising and Student Engagement department provides new student orientation, academic advising, Computer Basic, and resources for student support.

#### Career Development
Extension 4625 Office S100
Career Development is dedicated to empowering students and alumni in developing career planning & job search skills.

#### Disability Support Services
Extension 4935 Office S307
The Disability Support Services office assists students with disabilities by providing academic support services; admissions procedures; financial aid information; & academic & career guidance.

#### Interfaith Campus Ministry
Extension 4264 Office K104
Interfaith Campus Ministry serves the spiritual needs of students. Promoting acceptance of diverse faiths, traditions & cultures, people can explore and grow in their beliefs.

#### Multicultural Student Affairs
Extension 4667/4274 Offices B230k
Multicultural Student Affairs is a resource & support center for students from underrepresented groups & a provider of services designed to assist students in achieving their goals.

#### Student Life
Extension 4237 Office S302a
The Office of Student Life sponsors programs to encourage involvement, interaction, learning, skill development and enjoyment.

#### Counseling Support Services
Extension 4219 Office S311G
Confidential counseling services are available to assist students with a wide variety of personal concerns.

#### Veterans Benefits
Extension 4254 Office S306
The Registration Office certifies veterans’ eligibility and assists new & continuing student veterans with the processing of VA forms for educational benefits.

#### Business Tutoring
Room M203
Tutors are available for Business & Entrepreneurial Studies courses. A schedule of tutoring hours is on mVsStarkState.

#### Math Learning Center
College Level Math Room E207
Modular Math Math Classroom
This center offers College Level math tutoring (College Algebra, Statistics, and above). Developmental math tutoring is available in the classroom at anytime.

#### Science Learning Center
Extension 5278 Room H200
The Science Learning Center (SLC) offers tutoring in all levels of Natural and Physical sciences. The SLC is also a great place to study, work on homework and get help as needed.

#### Writing Center
Extension 4600 Room G200
The Writing Center has tutors available for individual or group consultation, drop in or by appointment, by student or faculty request. PowerPoint presentations & online sites are also available to support the writing process.

#### Help Desk Services
Extension 4357(HELP) Room B219
The Help Desk provides the first line of technical support for the Stark State campus computing community. Students are provided technical support & answers to technical questions.