



STATE TECHNICAL COLLEGE OF MISSOURI

Services for Students with Disabilities

Student Responsibilities

State Tech provides supports for students who have documented permanent disabilities by making reasonable accommodations in regard to academic instruction and other college or student related activities. Accommodations may include, but are not limited to: adaptive technology, environmental modifications, alternative testing arrangements, note taking services, and use of prerecorded media.

To receive accommodations:

1. Make an appointment with your assigned Counselor.

Your assigned counselor is noted on your course schedule and in myTech.

Jason Hoffmeyer: In the library or by calling 573-897-5110

Becca Mehmert: VPC 213 or by calling 573-897-5228

2. Submit documentation of disability to Counselor.

See reverse side for documentation requirements. **Documentation is kept confidential.**

3. Meet with Counselor to complete and discuss “Authorized Accommodations Form”

Must be completed every semester for which services are requested. Services are not automatically provided. *NOTE: Final approval of services cannot be made until the student has enrolled and current semester documentation has been completed.*

4. Share “Authorized Accommodations Form” with Instructors

Students are responsible for communicating their accommodations to instructors using the “Authorized Accommodations Form.” This form will be completed when meeting with the counselor prior to each semester and emailed to instructors with the student’s permission. The student is responsible for discussing the accommodation requested in the form with instructors. *The counselor can assist students with questions, concerns or issues when talking with instructors.*

5. Follow through in arranging appropriate accommodations

Students who have alternative testing arrangements or other services inside or outside of the classroom need to follow through with the scheduling of those services. Students should make all attempts to keep appointments that are scheduled with testing assistants and other professionals arranged through the counselor.

6. Maintain contact with Counselor

Student should inform counselor immediately of any changes in schedule, new accommodation needs, academic difficulties, prolonged non-attendance, concerns, etc.

Changes in services and schedules can be made at any time after approval for accommodations. *If a course is dropped the counselor should be notified immediately because the support services scheduled in that class will need to be cancelled. This is*

extremely important to ensure that resources are not used to fund services that are no longer needed.

Disability Documentation Requirements:

Students enrolling at State Technical College of Missouri who are seeking services for a disability must submit appropriate documentation and meet with the Counselor in order to receive services. The documentation must be adult-level, dated within the last five years and must be in typed format. The documentation required will vary according to the type of disability and must be reviewed by the counselor. Though most situations require a student to submit documentation only one time, the counselor reserves the right to request additional documentation prior to determining eligibility for services each semester. **Costs associated with testing are the responsibility of the student.**

Disability documentation should include:

- *A diagnostic statement* identifying the disability, date of the current diagnostic evaluation, and date of original diagnosis.
- *A description of the diagnostic criteria* and/or diagnostic test(s) used, along with specific test results.
- *A description of the current functional impact of the disability* in the educational environment.
- *Treatments, medications, assistive devices/services* currently prescribed or in use.
- *A description of the expected progression or stability* of the disability over time.
- *Recommendations for effective academic accommodations* to equalize educational opportunities at the post-secondary level.
- *The credential, address, phone and other contact information* of the diagnosing professional(s).

Disability	Typical Documentation Required
Learning Disability	Complete adult intelligence and achievement test results by a qualified psychological examiner
Health Impairment	Statement of diagnosis from a medical doctor
Head Injury	Psychological testing and rehabilitation reports
Chemical Dependency	Documentation from a psychiatrist, psychologist or other licensed mental health professional
Hearing Impairment/ Deafness	Documentation from an audiologist
Visual Impairment/ Blindness	Documentation of visual acuity tests

Safety:

State Tech does not exclude students with disabilities from any program or activity; but they must be able to perform the skills defined as essential to the program and related field of study per Department of Labor standards. If a student’s disability places him/her or another student or instructor in a potentially unsafe situation, the College has the right to deny participation in some or all educational activities. If a student finds that his/her academic program is not accessible, it

should be reported to Counseling Services and every effort is made to respond in a timely manner to make the program accessible.

Counselors:

Jason Hoffmeyer	VRE/Counselor	Library	jason.hoffmeyer@statetechmo.edu
Becca Mehmert	Counselor	VPC 213	becca.mehmert@statetechmo.edu

Documentation should be sent to:

Counseling Services
State Technical College of Missouri
One Technology Drive
Linn, MO 65051

Phone and Fax contacts:

Phone: 573.897.5000 or 800.743.8324
Jason's Direct Line: 573-897-5110
Becca's Direct Line: 573-897-5228
Fax: 573.897.4656

By signing below I acknowledge that the above information has been explained to me and I agree to follow the expectations as outlined.

Student Signature

Date

Counselor Signature

Date