**DISABILITY RESOURCES**

**General Information Regarding Accommodations of Disability**

John A. Gupton College provides services and assistance to any individual who identifies him/herself as a person with a physical and/or learning disability which substantially limits one or more life activities. Common services available to students with disabilities include but are not limited to:

Advocacy to faculty, staff, and administration Classroom note takers; Tutorial Services Testing modifications; Assisted registration; Handicapped Parking; Use of tape recorders; Audio textbooks (where available); Extended time for program completion; Sign language interpreters; Environmental adjustments; Other services as warranted and mandated by law

**Procedures for Requesting Accommodations for a Disability**

John A. Gupton College offers a variety of support services to individuals with disabilities: however, ALL SERVICES MUST BE REQUESTED IN A TIMELY MANNER. Accommodations are provided only after disclosure and documentation procedures are complete. To request services and/or accommodations, the following steps should be taken:

Individuals needing such services and/or accommodations should meet with College Registrar, to make a formal, written request and sign a disclosure form as well as other paperwork. Students should bring to this meeting appropriate and current documentation\* of the disability. Documentation look back period cannot exceed three years.

Students may contact the Registrar by visiting the College or by calling (615) 327-3927.

\*Documentation within the last three years must include the following items of information:

* A definitive diagnosis and the associated limitations.
* A letter from a certified practitioner outlining specific educational and/or environmental recommendations

Individuals with learning disabilities must also present one of the following:

* A copy of a comprehensive assessment from their high school’s resource office

OR

* A letter or report from a licensed psychologist, diagnostician, or other professional knowledgeable in learning disabilities. This document should clearly state the presence of a learning disability and list the recommendations for the student.

Individuals with psychiatric disabilities or Attention Deficit Disorder should present a letter from a licensed psychologist, psychiatrist, or medical doctor with an explanation of the disorder, symptoms present with the disorder and educational recommendations.

All medical records and learning assessments are kept confidential. Each student will be asked to sign a confidentiality waiver in order to allow the Registrar to inform instructors of the student’s disability in general terms and to outline accommodations that are to be provided their classrooms.

Disability related documentation submitted to the Registrar for the purpose of verifying a disability is considered an academic record. Based on this, the documentation is subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). This Act requires records to be maintained as private and specific disability related information to be shared only when there is a legitimate educational need to know. Therefore, the College's faculty members may at times request disability related information they view as necessary to assist in the improvement of a student's education or academic skills.

Once a student’s documentation has been accepted, the student will meet with the College President, to discuss services and accommodations. The Registrar then meets with the appropriate instructors to inform them verbally and in writing of the accommodations that have been granted.