

## Disability Support Services Procedures

Students are **eligible** for Disability Support Services at Prince George's Community College with the following provisions:

- 1) Verification of Disability or Documentation of Disability
- 2) Enrollment as a Prince George's Community College student
- 3) Complete an intake meeting with the DSS Program Director or Counselor

\_\_\_\_\_ Each semester the student will meet with the program director or counselor to discuss accommodations and receive a copy of their Student/Faculty Accommodation Form. The type of accommodation discussed and provided will be based on the documentation received from the student, an interview, and the student's enrollment confirmation. The DSS staff will coordinate and schedule requested services with the student throughout the semester. Services may include interpreting, test proctoring, notetaking, specialized tutoring, and counseling appointments.

\_\_\_\_\_ Each semester the student must discuss accommodations with his or her instructor(s) **privately**, once you have read and understood your syllabus. The student must request academic accommodation(s) in a timely manner (preferably one week before **each** test and **each** quiz). Students are **not** to request an accommodation on the actual day of a test or quiz. Failure to follow the above process could delay your receiving a requested accommodation. Students must also adhere to all online requirements as well, including use of Blackboard.

\_\_\_\_\_ Academic accommodations are **not** retroactive and will begin once you have completed our intake process and eligibility for services has been determined.

\_\_\_\_\_ The Student is also **responsible** for discussing any changes in his or her disability status with the program director or counselor. Students are expected to notify DSS of any changes in their class schedule(s) as this could also delay your receiving an accommodation (i.e., especially for auxiliary services such as interpreting or notetaking).

\_\_\_\_\_ Students are expected to respect and obey standards of **student conduct** while in class or on the campus. The Student Code of Conduct and Grievance Procedures can be found in the college catalog, student handbook, and the Office of the Vice president for Student Services (Kent Hall, Rm. 119).

In cases where a grievance is related to an academic accommodation, the student is encouraged to submit his/her grievance in writing and contact DSS immediately.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
DSS Program Director/Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date