Jefferson College is an open enrollment institution and is dedicated to providing reasonable accommodations and appropriate services to students with disabilities. The Disability Support Services (DSS) Office collaborates with students, faculty, and staff to provide equal access to educational opportunities, programs, and activities.

The DSS Coordinator will assist students who have disabilities by working with staff and faculty to implement reasonable and appropriate accommodations that will allow students to demonstrate their ability, knowledge, and skills. This is achieved while treating any disability-related information confidentially.

Who is eligible?
The DSS Office provides services for any Jefferson College student with a diagnosed disability, including but not limited to: visual, hearing, psychiatric, physical, and learning disabilities.

Current and appropriate documentation of a disability must be provided to the DSS Office and must show how the disability substantially limits one or more major life activities. Once the documentation is provided, accommodations can be approved by the Accommodations Committee and then facilitated by the DSS staff. Jefferson College is a member of the St. Louis Association on Higher Education and Disabilities (AHEAD) and follows the established guidelines regarding documentation of disabilities at the post-secondary level.

To request information regarding required documentation, contact the DSS Office in the library at Jefferson College main campus—Hillsboro, 636-797-3000, ext. 169.

Definitions
A qualified student with a disability means any person who:
(a) has a physical or mental impairment which substantially limits one or more major life activities, and
(b) has documentation of such an impairment, has a history of such an impairment or is perceived as having such an impairment.

Self-disclosure
It is the student’s responsibility to self-identify, to provide current and appropriate documentation of his or her disability, and to request classroom accommodations from the DSS Office.

It is important to note that if a student chooses not to disclose his or her disability to the DSS Office, the student is not covered under the ADA Amendments Act of 2009 and cannot receive accommodation or support services.

It should be understood that not all accommodations received by a student in a high school setting are acceptable at the college level.

Getting Started...
To ensure appropriate accommodations are in place before the semester begins, the following steps must be taken:
1) Contact the DSS Office to discuss potential eligibility, the process for accessing disability services, and to schedule an appointment to complete the program forms.
2) Provide the DSS Office with all requested and appropriate documentation. (If accommodations are needed for entrance placement, the student needs to schedule an appointment with the DSS Coordinator before meeting with an advisor and registering for classes.)
3) Meet with an advisor and register for classes.
4) Provide the DSS Office with your class schedule each semester.

Appropriate Documentation of a Disability
To be eligible for services and accommodations through the Jefferson College DSS Office, a student with a disability must provide appropriate documentation.

For ADHD, medical or psychiatric disabilities, the evaluation must be dated within the last year, on office letterhead, typed and signed by a licensed mental health or medical professional in the area for which the diagnosis is made. The documentation must provide:
- Date of the evaluation
- Specific diagnosis
- Method of evaluation or examination
- How the disability would affect the student in an academic setting
- Any possible limiting or negative effects of medication on behavior or cognitive abilities
- Recommendations and the rationale for each accommodation.

For a Learning Disability, the documentation must provide:
- Aptitude battery including the subtests and standard scores
- Achievement battery with the subtests and standard scores reported
- Diagnostic Summary with a specific learning disability diagnosis
- How the disability would affect the student in an academic setting
- Recommendations and the rationale for each accommodation.

Additional documentation may be required for psychiatric disabilities, other conditions or as deemed necessary by the DSS coordinator.

For the specific documentation guidelines, please contact the DSS Office.

Confidentiality
The ADA Amendments Act of 2009 is a mandate from the federal government that carries rules regarding the confidential treatment of disability related information. These guidelines require that disability-related information be:
1) Treated as medical information and handled under the same strict rules of confidentiality
2) Collected and maintained on separate forms and kept in secure files with limited access
3) Shared only on a need-to-know basis for a compelling reason or with the student’s permission.

Assistive Technology Center
Featuring:
- CCTV
- Portable CCTV
- Zoom text
- Voice Activated Software (Dragon Dictate)
- Screen Reader Software (JAWS)
- Large print keyboards
- 22” Wide Screen Monitor
Services May Include

- Assistance with registration
- Accommodations for placement test
- Basic skills coursework
- Accessible parking
- Liaison with faculty and staff
- Liaison with Vocational Rehabilitation
- Telecommunication Device for the Deaf
- Sign language interpreting services
- Classroom adaptations
- Extended test-taking time
- Out-of-class testing
- Notetakers
- Test readers
- Scribes for tests
- Additional Peer Tutoring
- Large print copies of tests and classroom materials
- Print Magnifiers
- Notetaking paper and scribes
- Services to obtain textbooks in an alternative format

Disability Support Services (DSS) is located in the Library Building.

Non-Discrimination Policy

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The College Coordinator of Title IX, Patricia Loomis, Office ASI 408, telephone number (636) 797-3000 / 942-3000, ext. 349, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Acts.

The College Affirmative Action Officer, President, Dr. Raymond Cummiskey, Office Administration 127, telephone number (636) 797-3000 / 942-3000, ext. 100, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above. Dr. Cummiskey also serves as the ADA Amendments Act of 2009 coordinator. The ADA-AA student contact is Sundaye Harrison, ext. 169. Copies of the Jefferson College Procedure for Resolving Complaints of Discrimination may be obtained in the Office of the President or in the Office of the Dean of Student Services.

Note: If accommodations for a disability are needed, please contact Sundaye Harrison at (636) 797-3000, ext. 169.

TDD users may call (636) 789-5772.