

## Disability Services at CCC&TI: Memo of Understanding (MOU)

Caldwell Community College & Technical Institute strives to provide access to educational opportunities for all students. The purpose of this MOU is to state and clarify for students and their families the applicability, availability, and differences in services for students with disabilities enrolled in secondary (high school) courses compared to post-secondary (college level) courses at Caldwell Community College & Technical Institute.

Services available for students with disabilities taking college coursework are substantially different from services in high school. Secondary education and post-secondary education function under distinctly separate laws. Students registered for high school courses will receive services according to laws applying to high school classes. Accommodations are determined and paid for by the high school.

Students registered for college-level classes will be accommodated according to different laws that apply only to post-secondary institutions. Students must contact Disability Services at the beginning of every semester or grading period and follow the published college procedures for requesting accommodations. Accommodations are determined and paid for by the college.

Personnel from Disability Services on both campuses of CCC&TI will work individually with students registered for classes to facilitate understanding of the different policies and procedures and to provide the appropriate services.

Accommodations and services are determined on an individual, case-by-case basis and are not retroactive. All students with disabilities seeking accommodations should contact Disability Services on the campus where they will attend classes (including hybrid and online classes) as soon as possible every semester and provide current, appropriate medical documentation of disabilities. Documentation must identify the nature, extent, and educational impact of the disability and provide a description of the course of treatment, medical side effects, and prognosis for the future. The documentation must come from a professional qualified to make the diagnosis and include the evaluator's name, address, telephone number and professional credentials relevant to the diagnosis. The documentation should be on professional letterhead, signed and dated.

For additional details on documentation requirements, please refer to Disability Services on the CCC&TI website found at <http://www.cccti.edu>.

I have read and understand the above information.

Date \_\_\_\_\_

Student \_\_\_\_\_

Witness/parent \_\_\_\_\_

Disability Services \_\_\_\_\_