

Documentation

We usually need a document from a doctor, therapist, or school staff stating that you have a disability. If you can send us a document like this before your meeting, we will be able to read it before talking with you and can get you the help you need faster. If you do not have a document to share with us yet, we can still meet with you and help you get the kind of document we need.

- If you have a physical or mental health condition we may ask for information from a medical doctor or therapist.
- High school Individualized Education Programs (IEP) or 504 Plans can be shared and needs to include the most recent evaluation report.
 - DS staff will review the evaluation report to determine if there is enough information in it to determine disability status at the college level. IEPs and 504 Plans are written to meet requirements under the Individuals with Disabilities Educational Act (IDEA), which does not apply at the college level.

As a student with a disability who works with our office you have certain responsibilities and rights.

You are responsible for:

- Meeting the same academic requirements as other students.
- Asking for accommodations each semester. We make this easy by sending you a form each semester.
- Following processes for using accommodations. These are outlined in your accommodation letter or documents sent along with the letter.
- Notifying Disability Services about schedule changes, accommodation changes, or accommodation difficulties.

You have the right to:

- Be treated in the same way as other students.
- An equal opportunity to learn and work.
- Privacy of your disability information.
- Report any complaints.

Complaints can be reported through:

- Director of Academic Support or Associate Vice President of Student Affairs.
- SCC's [complaint form](#).
- U.S. Department of Education [Office of Civil Rights](#).

Self Advocacy is important for all college students. Self-advocacy means you can:

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