

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**DISABILITY SUPPORT SERVICES**

It is the policy of Schoolcraft College that no person shall, on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation, and/or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

The Disability Support Services Office collaborates with the College to promote accessibility to all aspects of campus life. The Disability Support Service Office recognizes disability as a valued aspect of diversity. In ensuring equal access to programs and activities, the DSS Office facilitates a student's educational experience by providing reasonable accommodations and services to individuals with disabilities.

By providing reasonable accommodations and services to individuals with disabilities, Schoolcraft College is not required to lower or substantially modify essential program requirements. In addition, Schoolcraft College is not required to make adjustments that would fundamentally alter the nature of a program, service, activity, or that would result in an undue financial or administrative burden,

According to the Americans with Disabilities Act of 1990 (ADA), a person with a disability is defined as anyone with a physical or emotional impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those who have visible disabilities, the definition includes a wide range of invisible disabilities such as psychological disorders, learning disabilities, and certain chronic health impairments. A person is considered to be a person with a disability if he/she has a disability, has a record of a disability, or is regarded as having a disability.

Student confidentiality will be observed and no documentation or information will be released without the student's written consent.

**TO RECEIVE ACCOMMODATIONS**

1. The student will schedule an appointment with the disabilities support office. Accommodations will be determined by information gathered from the student interview and the documentation provided. Documentation is required before scheduling an appointment.

2. Any documentation and information that the student can readily share during the initial appointment, such as IEP/504 Plans, recent evaluations, letters from doctors or psychologists, hospital reports, etc., is helpful. Providing current and relevant information in the initial appointment can help avoid the need for repeat trips to Disability Support Services.
3. The student interview will focus on how the condition impacts the student in the academic environment. This interactive process will enable the counselor to determine how the disability is connected to a barrier and if an accommodation would provide access.
4. In accordance with 504/ADA regulations, once reasonable accommodations have been agreed upon, Disability Support Services will provide an accommodation memo that the student may copy and give to their instructors. With the student's written consent, this memo can be sent to their instructors via email. This memo will verify that the student has a documented disability and is eligible to utilize the specified accommodations. Students are eligible for accommodations from the date of the initial release date of the memo. Accommodations cannot be applied retroactively.
5. It is the responsibility of the student receiving accommodations to:
  - a. Contact each of their instructors to discuss accommodation needs for each class. It is recommended that students contact each of their instructors at the beginning of the semester to ensure that their accommodations are available to them throughout the entire semester. Please be aware that failure to do so would likely result in the student not receiving accommodations.
  - b. Notify Disability Support Services if the student has difficulty with any accommodation at 734-462-4330.
  - c. Follow procedures for making timely requests for accommodations. Untimely requests may result in a delay, substitution, or denial of an accommodation. If a request is submitted late, DSS staff will make every reasonable effort to accommodate the request.