

# Disability Services Guidelines & Procedures

## Who is served by Disability Services (DS)?

Any student enrolled in classes at CPCC who has a physical or mental impairment that substantially limits a major life activity and impacts the educational environment is eligible for disability services. Documentation supporting the impairment must be obtained at the student's own cost and effort. The Central Piedmont Community College Disability Services department (DS) reserves the right to deny services and/or accommodations until such time as the appropriate documentation has been provided. Determined on a case-by-case basis, reasonable services/accommodations are based on the nature and severity of the disability, the requirements of the course/program of study, and the consultation with the student, DS Counselor, and academic faculty (as needed). The final determination is made by the DS team.

## Steps To Follow To Request Accommodations

### 1. Self-identify and submit documentation:

Submit documentation about your disability to the DS department by one of the following ways:

- a. In person:
  - Central Campus: bring to Central High Room 331
  - Levine Campus: bring to first appointment
- b. Email: [disability.counselingservices@cpcc.edu](mailto:disability.counselingservices@cpcc.edu)
- c. Fax:
  - Central campus – 704-330-6230
  - Levine campus – 704-330-4240
- d. Mail to the address below:  
CPCC Disability Services Central Campus  
Central High Building Room 331  
P.O. Box 35009  
Charlotte, NC 28235

### 2. Complete a Student Intake Form:

This will be used during the first meeting with a DS Counselor. It can be submitted prior to the appointment or at the time of the appointment. Our form can be found on our website ([www.cpcc.edu/disabilities](http://www.cpcc.edu/disabilities) - click on "Forms for Students") or by visiting DS in person.

### 3. Meet with a Disability (DS) Counselor:

Accommodation requests will be discussed during the initial meeting between the student and the DS Counselor. Accommodation approvals will be discussed upon follow up.

#### Please note:

The approval process for accommodations can take a minimum of 1-2 weeks. Ideally, this is completed before classes start, but may occur at any time during the semester. DS strongly suggests students submit documentation in a timely manner for accommodation requests to be reviewed and approved as quickly as possible. Accommodations are approved on a case-by-case basis. The documentation needed is dependent on the disability and the accommodations being requested.

## Documentation Format

*(Share the Information Below with your Documentation Provider)*

- All documentation must be TYPED (NOT handwritten) on letterhead and signed by a medical or mental health professional.
- Diagnoses written on a prescription pad or half-size letterhead are NOT accepted.
- Students can avoid delays by bring the documentation with them when they apply for services.

**Special note:** IEPs, 504 Plans, and Social Security Disability papers, although providing valuable information, are not usually considered sufficient on their own to establish eligibility for services through DS.

## Types of Documentation

Documentation must be provided to support that a student has a disability that substantially limits one or more major life activities and impacts their ability to meet the demands of attending CPCC.

- The documentation provided must be current, comprehensive, and state how the student's disability is currently affecting them.
- Some examples of acceptable documentation are:
  - Psychological and psychoeducational evaluations
  - Neurological evaluations
  - Audiograms, audiology reports
  - Vision evaluations
  - Letters from medical or mental health professionals working with the student
  - Medical records
- What should be included in the documentation:
  - Diagnosis
  - Nature of disability
  - Severity
  - Functional limitations - Functional limitations refer to how the impairment significantly restricts or prevents the individual from performing a major life activity (i.e. walking, breathing, talking, seeing, hearing, learning, thinking, etc.)
  - Recommendations for academic accommodations

## Documentation FAQ's

**When must this documentation be provided?**

Documentation should be provided to DS before or during the intake appointment.

**Where is the documentation kept?**

Documentation is kept in a separate confidential file and is not part of the student's academic record (unless deemed appropriate under certain circumstances to be in compliance with the Family Education Rights and Privacy Act – FERPA).

**Why does CPCC need documentation of the disability?**

DS needs sufficient information to determine eligibility and appropriate accommodations for each student. Funding sources and regulatory agencies require that documentation be on file.

## Other Questions?

Please contact Disability Services:

- Central Campus: Central High 331, 704-330-6621
- Levine Campus: Levine 1 Room 2223, 704-330-2722 x7279
- Email: [disability.counselingservices@cpcc.edu](mailto:disability.counselingservices@cpcc.edu), Website: [www.cpcc.edu/disabilities](http://www.cpcc.edu/disabilities)

## Disability Services Student Rights and Responsibilities

### Student Rights

A student with a disability, has the right to:

#### 1. An equal opportunity to learn

- Students registered with DS have a right to reasonable alterations in specific aspects of a course (or program) to accommodate the disability under the following conditions:
  - The location, delivery system, or instructional method limit the student's access, participation, or ability to benefit AND
  - The alteration does not change the fundamental requirements of the course or curriculum. Each request for accommodation is judged on a case-by-case basis.
- Examples of accommodations include, but are not limited to:
  - ✓ Extending the time limit on a test for a student
  - ✓ A student testing in a distraction reduced area or room
  - ✓ Providing an interpreter for a student with a hearing loss

#### 2. An equal opportunity to participate in and benefit from the academic community.

This includes access to services at a comparable level as that provided to any student.

### Student Responsibilities

A student with a disability who is seeking services from DS has the student's responsibility to:

- Self-identify and provide documentation from an appropriate professional that includes:
  - The nature of the student's disability that includes the diagnosis or diagnoses
  - How the disability affects the student's learning ability and/or daily living
- Meet and maintain the college's fundamental academic and technical standards
- Notify DS each term the student is enrolled and taking classes at CPCC
- Request Accommodation Forms from DS at the beginning of each term
- Meet with your instructors in person to deliver accommodation forms and discuss with them your strategy to use the approved accommodations
- For ONLINE classes: Email a PDF (scanned) copy or a JPEG (picture) copy of your accommodation form to your online instructors, and discuss with them via email your strategy to use the approved accommodations

## Tips for Success

Be proactive and self-advocate! Upon presenting the accommodation letter to the instructors, students should clearly communicate that they have been approved by DS for accommodations and discuss with the instructors how they plan to use these accommodations in each class.

**Complaints:** Any complaints about accommodations should be submitted to Disability Services at 704-330-6621 or [disability.counselingservices@cpcc.edu](mailto:disability.counselingservices@cpcc.edu).