

ACCOMMODATION REQUEST PROCEDURE for Thaddeus Stevens College of Technology

ACADEMIC PREPARATION FOR COLLEGE:

Reading Writing Math Science Computers

To be admitted, **ALL** applicants to Thaddeus Stevens College of Technology should meet the entrance standards for freshman level academic courses as well as the specific academic criteria related to their selected program of study. Stevens, receives federal funding and as a result must review applicants to determine their potential for success at the college. Applications, transcripts and test results are reviewed to determine each applicant's ability to succeed. In some cases an interview is recommended.

The potential for success begins with the ability to read and understand vocabulary at a minimum 10th grade level. Further, students need to be proficient in punctuation, grammar, sentence structure, and paragraph construction. Also students must be able to perform basic addition, subtraction, multiplication, and division of whole numbers without a calculator, and be able to work with decimals and fractions. Some programs require that students be familiar with reading problems, percentage, geometry, and pre-algebra concepts; while several programs require that a student possess math skills through Algebra II.

Students should also have a general understanding of computers, so they are able to complete classroom assignments, and communicate with various offices on campus using their campus e-mail account.

Generally students who have taken the PSSA and scored at the proficient level in all academic areas are prepared for college.

REQUEST FOR ACCOMMODATIONS:

Step 1: Disclosure

A student with a disability must self-disclose to the college by contacting the Special Needs Coordinator. The Coordinator approves all accommodations. According to the Americans with Disabilities Act (ADAAA) any student who fails to provide the required documentation, and who fails to follow the disclosure procedure established by the college, forfeits their rights to accommodations. Students must understand that faculty or other members of the college community are under no obligation to provide accommodations to a student, unless that student is able to provide documentation from the Special Needs Coordinator that states the student meets the criteria for receiving accommodations. Discussions or arrangements with individuals other than the Special Needs Coordinator does not obligate the college to providing accommodations as this does not follow the college procedure for accommodations.

*** The Student (not the parent) must meet with the Special Needs Coordinator prior to getting accommodations.**

Students are encouraged to disclose prior to taking the educational assessment, as this may improve their assessment scores. Further, students are strongly recommended to disclose prior to starting their courses, and reminded that even if a student wants to attempt coursework without accommodations, disclosure provides a safety net if they find they are struggling. Finally, the college recognizes that students have the right to refuse to disclose.

Required Documentation: See Applicants with Special Needs

Step 2: Accommodations Approval Procedure:

- 1) The applicant submits completed application, and application fee to the Admissions office.
- 2) The applicant submits documentation to:

Ms. Debra Schuch, NCC
Special Needs Coordinator
Thaddeus Stevens College of Technology
Room 101, Hartzel Building
E. King Street,
Lancaster, PA 17602

- 3) Documentation is received by Special Needs Coordinator and reviewed. Missing documentation is requested if necessary. Time Frame 1-2 Weeks
- 4) The Special Needs Coordinator forwards a letter detailing approved accommodations, concerns, and recommendations. A copy of this letter is placed in the student's counseling file. Once the student receives this letter he may schedule his testing through the Admissions Office.
- 5) Documentation for all special needs applicants is **maintained for one academic year** from the time it is received in the event an applicant needs to delay admission.

Considerations in approving reasonable Accommodations :

Special Needs Students are provided with reasonable accommodations. Reasonable means accommodations that do not adapt the program, or in any way alter the essential skills that are required to be successful in a given program of study. Students cannot request accommodations for coursework that has already been completed. All students admitted to a specific program must meet the essential skills required in that course or program to successfully meet graduation requirements. Further, the college is committed to developing strong work place skills and accommodations that involve missing class time may not be considered reasonable given the requirements of a particular program.

Applicants are encouraged to apply early, preferably before May 1st.

Educational Planning:

Applicants with special needs must schedule an appointment with the Special Needs Coordinator to review their documentation and to discuss their needs related to their educational plan. These appointments are scheduled **after** the student has submitted an application, and application fee and has taken the academic assessment. The Special Needs Coordinator may recommend tutoring, mentoring, developmental courses or programs, extended completion time or reduced course load, additional testing or refer the applicant to community services for additional support.

Also, students meet with the Special Needs Coordinator prior to the start of **each** semester to obtain an accommodation approval form. This form is copied, and the student receives a copy for his/her records, and a copy for each of the individual instructors, and/or staff that need to know about his/her accommodations. Instructors, and staff are only informed of a student's need for accommodations in this manner. A student's disability, is **confidential** information and may only be disclosed by the student, or by a release signed by a student.

Students may elect to discuss their disability with whom they choose; but this information is not generally shared among all members of the Stevens community. One exception, is when an applicant has requested accommodations for the COMPASS, and at that time the scheduler and proctor are informed of the approved assessment accommodations.

Once enrolled, students are encouraged to maintain regularly scheduled contact with the Special Needs Coordinator to review their accommodations, academic progress, and need for additional services.