

# Quinebaug Valley Community College

Office of Accessibility Services

## Procedures for Students with Disabilities

You are not required to disclose a disability to the college. If you choose to disclose your disability, or if you wish to use Academic Adjustments, please note the following:

1. Complete and sign a disability Self-Disclosure form and submit it in a sealed envelope. This form is available at both Danielson and Willimantic locations.
2. Meet with a Disabilities Service Provider (see below), and provide documentation of your disability. Optimally, documentation should include the following:
  - name and credentials of the clinician
  - each diagnosed disability
  - effects of the disability on learning and college
  - suggestions for Academic Adjustments

Discuss what Academic Adjustments you may wish to request. This should be done after you have registered for classes, and at least several weeks before classes begin. (There is a statewide high demand for sign language interpreters. For this reason, requests for interpreters should be made at least eight weeks prior to the start of your course.)

3. You will be provided with an Academic Adjustments authorization memo for you to give to each of your instructors. Deliver it and discuss your Academic Adjustments with each instructor, and make whatever arrangements that may be necessary.
4. Remain in contact with the disability service providers throughout the semester.
5. Whenever you register for classes, see the disability service providers as soon as possible to obtain Academic Adjustments authorization memos.

## Contact Information

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