Quinebaug Valley Community College  
Suggested 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 via email to the Disabilities Service Providers below. This form is available by clicking on the form link above and may also be found online through the College web site Disabilities Service page. Submission of the Self-Disclosure Form should be done via email until school re-opens.

2. Provide documentation of your disability as described below and submit it via email to the Disability Service Providers below. Optimally, documentation should be as recent as possible and include the following:
   1. name and credentials of the clinician
   2. nature and extent of each diagnosed disability
   3. effects of the disability on learning and college
   4. suggestions for Academic Adjustments

IEP’s and 504 Plans are useful documents and we will review them - but they may not provide enough information. Psychological or Educational Evaluations should also be provided if available. If you have questions about documentation, feel free email or call - our contact information is listed below. Otherwise we will contact you when we receive your documentation.

3. Meet with a Disabilities Service Provider and discuss what Academic Adjustments you wish to request. Meetings will be conducted by email, phone, or video (or in-person once the college re-opens) as best suits your needs. Any mid-semester requests for academic adjustments will be responded to as quickly as possible. Requests for an upcoming semester should be done after you have registered for classes (unless you wish to meet first to determine suitable classes), and at least several weeks before classes begin. There is a statewide high demand for sign language interpreters. Requests for interpreters should optimally be made at least eight weeks prior to the start of your course.

4. You will be provided with an Academic Adjustments authorization memo for you to email to each of your instructors. Discuss your Academic Adjustments with your instructors and make any needed arrangements.

5. Remain in contact with the disability service providers throughout the semester.

6. Whenever you register for classes in subsequent semesters, meet with the disability service providers as soon as possible to obtain Academic Adjustments authorization memos each semester.

7. Have a rewarding semester!

Disabilities Service Providers

John Lepore  
jlepore@qvcc.edu  
860.932.4069

Mikaela Kitka  
Mkitka@qvcc.edu  
860.932.4299

Qvcc Suggested Procedures Online Spring 2020