



Prescott College

Accommodations Student Handbook

Equal Access & Accessibility Services

I. Mission & Framework

Prescott College (PC) is committed to providing equal access to academic programs and campus life for qualified students with disabilities. In compliance with federal law (ADA and Section 504 of the Rehabilitation Act), we provide reasonable accommodations designed to remove barriers without fundamentally altering essential program requirements.

Core Definitions

- **Accessibility:** The proactive design of environments and services to be usable by all people without the need for adaptation.
- **Accommodations:** Specific modifications to tasks or environments that provide students with disabilities an equal opportunity to participate.
- **Reasonable Accommodation:** An adjustment that allows full participation but does not cause "undue hardship" to the college or fundamentally change a course's nature.

II. The Accommodations Team

While PC is responsible for making services known, the student must initiate contact to receive support.

Contact Information

- **Location:** First Floor, Library
- **Email:** accommodations@prescott.edu
- **Web:** prescott.edu/accessibility

Services Provided

- Transition assistance to college academics.
- Documentation review and eligibility determination.
- Issuance of Notice of Approved Accommodations.
- Coordination of classroom supports and faculty liaison.

- Accountability coaching (time management, note-taking).
- Referrals to campus and community resources.

III. How to Access Services (Step-by-Step)

1. Disclosure & Request

Accommodations are voluntary. You must self-identify to the Office of Accessibility and Accommodations to begin the process.

2. Submit Documentation

Provide current documentation from a qualified professional (physician, psychologist, etc.).

- **Accepted Forms:** IEP/504 plans, medical records, or VA Disability Ratings.
- **Requirements:** Must state a clear diagnosis, describe functional limitations, and recommend specific supports.

3. Implementation

- **Accommodation Letter:** You will receive a formal letter outlining approved supports.
- **Instructor Communication:** You are responsible for providing this letter to your instructors and discussing how the accommodations will be applied.

Note on Deadlines: To ensure support is ready by Day 1, submit requests by August 1 (Fall) or January 3 (Spring). Accommodations are not retroactive.

IV. Types of Accommodations

Academic & Instructional

- **Extended Testing Time:** Usually 1.5x or 2.0x. Instructors adjust Canvas settings for online tests; students must book proctored sessions 2 weeks in advance for in-person exams.
- **Reduced Distraction Testing:** A quiet space for exams.
- **Memory Aids:** A "cue sheet" to trigger memory (not a cheat sheet). Must be approved by the instructor 3 days before the exam.
- **Note-Taking:** Access to volunteer peer notes or technology (LiveScribe Smartpens, digital recorders).

Accessible Formats & Tech

- **Audio/E-Text:** Textbooks converted via Bookshare or scanning. (Note: Can take

up to 4 months for complex conversions).

- **Text-to-Speech:** Use of software like Speechify.
- **Captioned Media:** Subtitles for all course videos and recorded lectures.
- **Interpreting (ASL):** Requires 2 weeks' notice to secure a contract interpreter.

Flexibility Accommodations

- **Flexible Deadlines:** For ongoing medical conditions. This is handled case-by-case and does not apply to group work or discussion posts.
- **Flexible Attendance:** Used when a disability prevents class presence. Requires a signed Flexible Attendance Agreement between the student and instructor.

V. Rights and Responsibilities

Student Rights	Student Responsibilities
Confidentiality of all medical info.	Disclose disability and provide documentation.
Equal access to all PC programs.	Request specific accommodations each term.
Provision of approved reasonable support.	Notify instructors and deliver letters.
All rights granted to the general student body.	Report schedule changes to the Office.

Instructor Responsibilities

1. Implement accommodations as listed in the official letter.
2. Maintain student privacy (do not disclose a student's disability to the class).
3. Collaborate with the Accommodations Team on implementation.

VI. Confidentiality

The Accommodations Team stores records securely. We do not share your specific diagnosis info with faculty; we only share the "Functional Accommodations" you require.

VII. Grievance Procedure

If you are denied an accommodation or face discrimination:

1. **Informal:** Attempt to resolve it with the instructor or the Accommodations Teams.
2. **Formal:** File a written complaint with the Dean of Student Affairs or Dean of Academic Affairs.
3. **Investigation:** The Dean will investigate and provide a written decision.

VIII. Success Resources

- **Academic Success Toolkit:** Strategies available at prescott.edu/accessibility.
- **Success Coaches:** Help with assignment planning and time management.
- **Writing & Tutoring Center:** writingcenter@prescott.edu.
- **Wellness:** Support through [Uwill](http://uwill.com) (uwill.com) or the Director of Wellness.

VIII. Acknowledgement

I acknowledge that I have read and understand the policies and procedures outlined in this handbook. These resources are available at prescott.edu/accessibility or through the Accommodations Team.

Note: If you are currently receiving accommodations, please sign and return this document to the Accommodations Team.

Signature: _____ **Date:** _____