

Disability Support Services Office (DSSO)

Procedures for Intake and Request for Accommodations

Kapi'olani Community College – DSSO Mission to Support Students with Disabilities

Kapi'olani Community College (KCC) is committed to a barrier-free campus, ensuring that all students have equal access to education. KCC agrees to make academic adjustments to ensure non-discrimination of students with disabilities. This commitment is in accordance with applicable state and federal laws, including the Americans with Disabilities Act, and Sections 504 and 508 of the Rehabilitation Act.

Disability Support Services Office (DSSO) procedures were developed under this guiding mission.

Students must self-identify to the DSSO and complete the intake process before receiving reasonable accommodations for the first time. Students must formally request specific academic adjustments/auxiliary aids, provided as accommodations, and substantiate that request with supporting documentation. To ensure the prompt and effective provision of accommodations, students should contact the DSSO as early as possible.

The following procedure should be followed for students requesting accommodations:

1. **Intake Form and Documentation:**

Complete the **Intake Form** and secure appropriate **documentation**¹. Contact DSSO at (808) 734-9552, kapdss@hawaii.edu or stop by the office in 'Ilima 107, for a current **Intake Form**. If you require an alternate format of the **Intake Form**, please notify DSSO.

Deaf or hard of hearing students should contact the KCC Deaf Center at 734-9210 (V/TTY).

2. **Make an appointment with a DSSO Counselor:**

To register with the office and request accommodations, the student should call for an appointment with one of the DSSO counselors. Make sure to bring your completed **Intake Form** and appropriate disability **documentation**.

3. **Meet with DSSO Counselor:**

The student will meet with the DSSO counselor to discuss the **Intake Form** and disability **documentation**. Together, the student and DSSO counselor will go through an interactive process, discussing the **Request and Confirmation of Accommodations Form**. Reasonable accommodations will be determined based on the appropriate academic adjustments and auxiliary aids the student is eligible to receive. Accommodations are effective at the time of approval. Confirmation of accommodations is documented on the **Disability Notice (DN)** and the **Request and Confirmation of Accommodations Form**. The student will receive a student copy of the **DN** and **Request and Confirmation of Accommodations Form** each time accommodations are approved or revised. The **DN** will be sent to all instructors each semester of the student's continuous enrollment. If any request for accommodations is not approved, the reasons for

¹ See Key terms and forms for guidelines for documentation.

denial will be explained and the student will be invited to provide any additional information to further support the request, if applicable.

The student and DSSO counselor will complete and review the **Accommodations Agreement**, which outlines the responsibilities of the student in ensuring timely and effective implementation of approved accommodations. In some cases, consultation and/or referral to academic units may be necessary.

Additional requests for accommodations can be made at any time after the initial intake. Students can make additional requests by completing the **Request and Confirmation of Accommodations Form** and meeting with a DSSO counselor.

4. Implementation of Classroom Accommodations:

Some accommodations may involve processing times between two to six weeks. Students eligible for auxiliary aids such as notetakers, readers, scribes and/or alternate format must submit requests as soon as possible.

It is the student's responsibility to identify him/herself to each instructor to discuss the academic adjustments and auxiliary aids, provided as accommodations, documented on the **DN**. The DSSO sends the **DNs** out one week prior to the start of the semester, or one day after an intake appointment when a semester is in session. It is suggested that the student privately meet with the instructor before or after class at the start of each semester, make an appointment with the instructor during their office hours, or email the instructor so that time can be spent discussing and confirming specific classroom accommodations.

Please be advised that it is unreasonable to expect the instructor to make last-minute arrangements for classroom accommodations or testing arrangements. Please give the instructor adequate time to implement classroom accommodations or testing arrangements. DSSO recommends one week prior notice. The DSSO counselors are available for consultation regarding any problems or concerns that arise during the implementation process.

For disagreements or complaints, students may contact the Vice Chancellor of Student Affairs (VCSA) within 10 working days.

Key Terms and Forms

All key terms and forms are referenced in DSSO Procedures. Please refer to DSSO Procedures for more information.

Accommodations Agreement - The Accommodations Agreement specifies the approved accommodations the student is eligible to receive, along with the responsibilities of the student to ensure timely and effective implementation of these accommodations. The student will receive a copy of the Accommodations Agreement at the initial intake and each time accommodations are updated.

Disability Notice (DN) - The Disability Notice is an official notice sent to all instructors for classes that a student is enrolled; sharing the student's approved classroom accommodations. DNs are sent out one week prior to the start of each semester or summer session, or one day after an individual students' intake when a semester is in session. Students will receive a copy of the DN at the initial intake and each time accommodations are updated.

Documentation should be current and include:

- diagnosis of disability
- a description of the impact of the disability and/or functional limitations that may affect academic performance,
- recommended accommodations, and
- the printed and signed name of a qualified professional certified to assess the disability (i.e. physician, psychologist, and learning disability specialist, etc.)

The DSSO reserves the right to request additional documentation or testing.

Intake Form - The intake form should be filled out the first time a student self-identifies him/herself to the Disability Support Services Office (DSSO). The intake form includes demographic information, the student's declaration of disability, policy statement and the Request and Confirmation of Accommodations Form.

Request and Confirmation of Accommodations Form - The Request and Confirmation of Accommodations Form has two purposes, to allow for 1. Students' request for accommodations needed, and 2. DSSO written confirmation of approval/disapproval of requested accommodations. The form is used each time a student is making a requesting for an academic adjustment or auxiliary aids at the initial intake or anytime thereafter. Students will receive a copy of the Request and Confirmation of Accommodations Form each time accommodations are approved and/or updated.