



Qualifying for Services

Student Responsibilities

The student is responsible for self-identifying and initiating the process; completing an Accessibility Services Intake Form and providing documentation to the Director of Student Services and External Relations.

Documentation from a licensed health care provider should meet the following criteria:

1. Letter printed on letterhead that describes the diagnosis affecting major life activities, symptoms, limited functional abilities in an educational setting and recommendations regarding effective academic accommodations to equalize student's educational opportunities
2. Credentials and contact information of the licensed professional
3. Documentation Forms to verify specific disabilities are available from the Director of Student Services and External Relations.

Mail, fax, or drop-off documentation

Grievance Procedure

A student who has a complaint regarding the approval, disapproval, or termination of the disability request or accommodation may file a grievance as stated in the Fair Treatment Policy/Grievance Procedure in the College Catalog.

The Catalog can be viewed online at:

<http://trinitycollegeqc.edu>

- Use the search box in the top right of the page
- Enter Catalog with the current year

Laws & Regulations

Inquiries regarding federal laws and regulations concerning the College's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 may be directed to:

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Dept. of Ed Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

FAX: 202-453-6012; TDD: 877-521-2172

Email: OCRmail@hhs.gov

Accessibility Services





Services to Students

Provision of reasonable accommodations by the College is viewed as a shared responsibility between the College and the self-identifying student. The College assists students, faculty, and staff in providing auxiliary aids and services to ensure that the educational environment is accessible to all students.

While the College strives to accommodate students, auxiliary aid and services do not include measures that fundamentally alter the academic program of the College. For more information, visit our website:

<http://www.trinitycollegeqc.edu/disability-services.aspx>



Auxiliary Aids & Services Provided

Reasonable academic accommodations that are designed to provide equal opportunity to students with disabilities include, but are not limited to:

1. Academic Programs – Accommodations include those necessary to enable a student to study for, attend, and participate in the didactic and clinical setting including reasonable modification of the curriculum as appropriate.
2. Examinations – Accommodations may be made to minimize the effect of a particular disability on a student's performance. Accommodation which alters the form or format of an exam shall be made in consultation with faculty.
3. Auxiliary Aids – To the extent feasible, the College shall provide or assist students in accessing educational auxiliary aids designed to enable them to participate fully in the academic program (visualizer, enlarger, audiotapes, assistive technology, etc.).
4. Referrals – Advocacy and appropriate referral to community resources.

Obtaining Services

The Director of Student Services provides necessary information regarding services, activities, and facilities that are accessible to and used by persons with disabilities.

The Director will:

- Conduct a personal interview to explore the needs of the individual student
- Review all submitted forms and documents
- Together with the student design a plan for success with academic modifications and/or accommodations as appropriate
- Provide continuous contact throughout the student's academic career.

Questions about this process can be directed to the Director of Student Services and External Relations:

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