

SPECIAL NEEDS/DISABILITY SERVICES PROCESS

1. A Baker College student who has a disability for which he/she wants to receive reasonable accommodations should contact the Special Needs/Disability Services Coordinator (SN/DSC).
2. Services will be provided upon completion of the following steps:
 - Submission of the Special Needs/Disability Services Request Form.
 - Submission of current and comprehensive disability documentation. Documentation guidelines are available from the SN/DSC or on-line at <http://www.baker.edu/departments/academic/counseling/specialneeds.cfm>
 - A meeting with a SN/DSC for an initial intake interview.
 - i. During the intake interview the student will meet with the SN/DSC to discuss his/her documentation eligibility for services, and to formally request accommodations.
 - ii. The student will need to prepare and bring the following to the intake interview. These must be completed prior to receiving any accommodations
 1. Appropriate documentation of disability
 2. Baker College's Special Needs/Disability Services Request Form
 - A review of documentation has been completed and eligibility for accommodations has been verified by the SN/DSC. Accommodation requests must be substantiated by the functional limitations detailed in the disability documentation.
3. "Letters of Accommodation" will be given to the student by the SN/DSC. It is the student's responsibility each quarter to present the letter to the instructor(s) of the classes for which he/she is requesting accommodations. If a student needs additional letters or needs to review accommodations, the student should contact the SN/DSC at least two weeks prior to each quarter.
4. A student wishing to appeal the decision of the Special Needs/Disability Services Coordinator may refer to the Grievance Procedures for Title IX of the Education Amendments of 1972 as outlined in the current Student Handbook.
5. The SN/DSC will create and maintain a physical file for students who qualify for services. The file will be maintained in secure storage for up to five years after the last year in which the students are enrolled at the College.

In order to properly identify appropriate reasonable accommodations, SN/DSC may need to discuss documentation with physicians, psychologists or other qualified professionals to request clarification or additional information regarding the student's disability. Information provided to SN/DSC is confidential documentation and evaluation information will not be released without the signed consent of the student.