

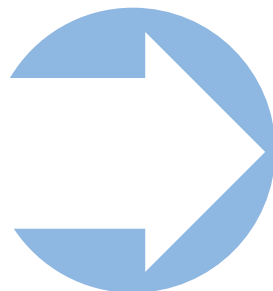
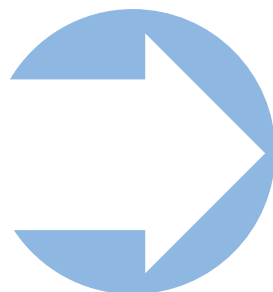
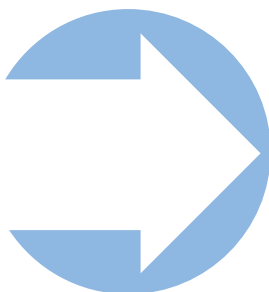
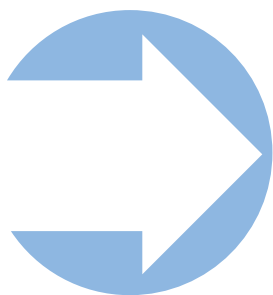


THE OFFICE OF LEARNING SERVICES

DISABILITY SERVICES

AT THE COLLEGE LEVEL

A Guide for Adult & Graduate Students





THE OFFICE OF LEARNING SERVICES (OLS)

Trinity's Office of Learning Services, the OLS, is a busy place. It's a student's primary source for a wide range of academic supports and services. The OLS is located in the library on the first floor.

DISABILITY SERVICES AND THE LAW

The unique challenges faced by individuals with learning disabilities, physical challenges, and emotional/psychiatric, or attentional disorders call for services that support their full participation in the academic, spiritual, and social life of the College.

Trinity Christian College complies with the laws of the federal government regarding individuals with disabilities which provide the basis for assured services and protection from discrimination for individuals with disabilities at the postsecondary level.



DISABILITY SERVICES AT THE COLLEGE LEVEL

A student who wishes to explore possible academic accommodations meets with Professor Laura Davalos, the director of Trinity's Office of Learning Services. Together they discuss the nature of the disability, ways in which the student's academic progress has been impacted in the past as well as modifications or accommodations which have been helpful.

Verification of the disability should be brought to this meeting. Students identified with a form of a learning disability are required to bring the most current diagnostic evaluation, showing a clear statement of the diagnosis along with recommendations for accommodations. Note that a copy of an IEP or Section 504 plan, although helpful, may not be adequate documentation. If a student has a physical, attentional, or psychiatric disability, documentation from a licensed physician or psychiatrist/psychologist is required that includes the diagnosis and states that the student is under that professional's care. Please be prepared to submit copies of your original documents.

An individualized accommodation plan may be formulated, based on the student's unique needs and abilities. This confidential accommodation plan (not the nature of the disability) is communicated in writing to each of the student's professors at the beginning of every new semester.

A LIST OF SOME OF THE MOST COMMON ACCOMMODATIONS

- Preferential front row seating
- Volunteer note-takers and/or recording of lectures by students
- Personal academic tutors - available for most subjects
- Personal academic coaches to help in organization of material and breaking down large assignments.
- Extended time to complete tests
- Distraction-reduced setting in which to take tests
- Alternative formats of textbooks
- No penalty for spelling errors during in-class writing
- Student progress reports

Note: Additional accommodations relating to a student's unique needs may be added.

ACCOMMODATIONS IN DETAIL

Test Taking Accommodations:

Extended time and a distraction-reduced setting are two of the accommodations students most frequently utilize. The testing rooms in the OLS provide for a distraction-reduced setting and extended time. Instructors may also be able to arrange for a quieter setting and extended time.

The Following Statement Appears in all Course Syllabi:

Trinity Christian College will make reasonable accommodations for students with documented disabilities through the Office of Learning Services (OLS), located in the library on the first floor. A confidential meeting to discuss an individualized accommodation plan should be scheduled with Laura Davalos, the Director of Trinity's OLS, at (708) 239-4765 or laura.davalos@trnty.edu. Students who are dissatisfied with their academic progress or who wonder if they have a disability are also encouraged to schedule an appointment.

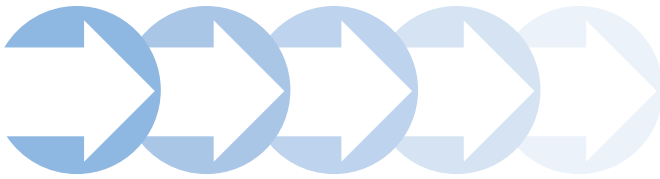
Peer tutoring for most college courses and academic coaching/mentoring services are available for all Trinity students through The Office of Learning Services. Tutor and mentor request forms are available through the student portal. Contact Lauren Visser at (708) 293-4587, or OLS@trnty.edu for more information.

Students who may need assistance in an emergency should register in the Personal Information/Emergency Contact section of the student portal at the start of each fall semester.

Audio or video recording of any portion of course-related activity must follow Trinity's policy for Audio/Video Recording as stated in the current Trinity Catalog.

A COMPARISON OF THE TYPES OF SERVICES MANDATED BY LAW FOR STUDENTS WITH DISABILITIES IN K-12 SYSTEMS AND IN HIGHER EDUCATION

	K-12 EDUCATIONAL SYSTEM
Who attends	Compulsory attendance
Acceptance	Open to all
Criteria	Education for all through age 16 is mandated. Education is available for students with disabilities from birth through age 21.
Educational Plans	Individual Educational Plans (IEPs) are mandated for all students with verified disabilities. An IEP provides a structured process including yearly assessments and individualized goals.
Services	All public schools are mandated to make a free and appropriate education available. Services may include a one-on-one aide, individualized health services, speech and language services, or many others.
Legal Issues	Disputes may arise over the definition of appropriate services.



HIGHER EDUCATION

Voluntary attendance

Not all applicants are accepted

Students may be dismissed for low academic performance.

An accommodation plan **must be requested by a student** with a disability. This plan lists the accommodations which must, by law, be granted by instructors, but is not course specific. The individual student determines what accommodations are needed in what courses, at what times.

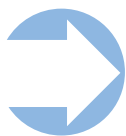
Colleges are required to make “reasonable accommodations” but are not required to make “fundamental alterations” to a program or to take on an “undue” financial or administrative burden.

Disputes may arise over the definitions of “fundamental alterations” and “undue” burden.



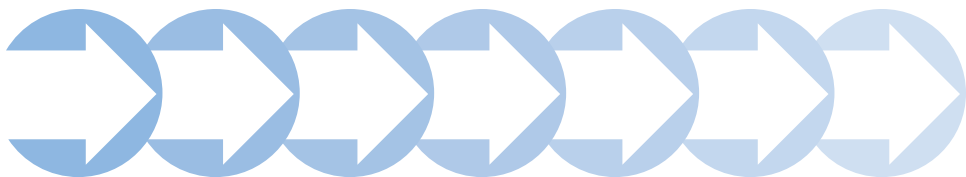
HELPFUL REMINDERS

- Students are responsible for managing their time, workload, and social calendar. Balance is key.
- Each professor has individual expectations and methods of grading.
- Maintaining open communication with one's instructors is an expectation.
- Attending all classes is critical, even if an instructor doesn't take attendance.
- Reviewing and summarizing course readings along with lecture and class discussion notes after each class has been proven to be more powerful than long study sessions just prior to a test.
- Each course syllabus is a road map to that course's requirements and should be consulted throughout the semester.
- When in doubt, check with the professor, not a friend.
- The use of a planner to record daily assignments along with due dates from the syllabus is vital.
- A student's assigned faculty advisor is a valuable resource to be consulted throughout the semester.
- Reading Trinity e-mail is essential to staying in contact with professors and keeping apprised of campus events.



HELPFUL INFORMATION

- Midterm and final grades are provided for every course to students.
- The College publishes dates for withdrawing from classes and for dropping class.
- The final exam schedule is available at the beginning of the semester. Exam scheduling concessions are not made for early travel arrangements.
- The College catalog is a guide to all areas of a student's academic and campus life and can be found online.
- Students who seek tutoring assistance early in the semester and attend sessions faithfully are the most successful.
- Consistent, short daily review of material has been proven to be much more beneficial than long "cramming" sessions.
- Friends are not the best sources of advice on academic matters. Trinity professors welcome contact and questions.
- "Hoping things get better" is not an effective strategy.
- The Internet contains a wealth of valuable study assistance sites.
- Procrastination can heighten a student's temptation to plagiarize. The College has guidelines for academic integrity.
- Important class information is in every class syllabus. Read each class syllabus carefully.



THE OFFICE OF LEARNING SERVICES

Contact information

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