



500 Kennedy Drive
Rangely, CO 81648

2801 West Ninth
Craig, CO 81625

800.562.1105
www.cncc.edu

APPLYING FOR ACCOMMODATIONS AT CNCC

Applying for support services is a separate process than applying for admissions to CNCC. The academic accommodation planning process includes being aware of your strengths and weaknesses. You should have knowledge of the prior accommodations you have received. It is best to plan for the CNCC academic accommodations before you need to use them and complete this accommodation process early.

Reasonable accommodations are modifications or adjustments to a program or a course which allow a student with a disability the opportunity to attain the same level of performance as available to a student without a disability. They are selected on an individual, case-by-case circumstance as indicated by the student's documentation.

Requests for accommodations are considered on a case-by-case basis within a reasonable time frame. Please refer to the following timelines when requesting accommodations. Although the following timelines are preferred, every attempt will be made to provide accommodations in the timeliest manner possible.

Interpreters – Six Weeks

Note Takers – Two Weeks

Lab Assistant – Two Weeks

Special Testing – One Week

Alternative Formats for Textbooks or other Required Readings – Six Weeks from receipt of Alternative Format Request Form

Any student whose requested accommodations are not approved is encouraged to meet with the Coordinator to discuss the reasons for the denial. The Coordinator may discuss the grievance procedure with the student at this time.



APPLICATION AND APPROVAL PROCESS FOR ACCOMMODATIONS

1. Complete the CNCC Application for Admission either online (www.cncc.edu/apply) or request a paper application from the Admissions Office.
2. Complete the Application for Accommodations either online (www.cncc.edu/disabilityservices) or request a paper application from the Student Support Office.
3. Provide documentation of your disability to support the request for accommodations. (See the documentation section of the CNCC website (www.cncc.edu/disabilityservices) to see what documentation is required).
4. Meet with the ADA Coordinator for an Intake Interview. During the Intake Interview the student and ADA Coordinator will discuss the documentation, requested accommodations, and student's strengths and weaknesses.
5. If the requests for accommodations are approved, the ADA Coordinator will create an Educational Accommodations Letter which documents the accommodations that have been granted. Letters may be sent to all instructors, the Gateway Center Coordinator, and the student. (Note: This process may take up to 30 business days. Students are encouraged to initiate this process well before the start of the term.) Any student whose requested accommodations are not approved is encouraged to meet with the Coordinator to discuss the reasons for the denial.
6. If a student's condition changes or modifications to the approved accommodation plan are needed, the student must meet with ADA Coordinator to discuss these developments.
7. The student must meet with ADA Coordinator at the beginning of each semester he or she wishes to receive accommodations. Instructors, Gateway Center Coordinator, and the student will receive Educational Accommodations Letters for each semester the student wishes to receive accommodations.

