



ACCESS-ABILITY SERVICES

Student Handbook

Welcome to Access-Ability Services

Dear Student:

Welcome to Kingsborough Community College and the office of Access-Ability Services (AAS)! We are committed to promoting an inclusive and positive learning environment that emphasizes education, empowerment, informed participation, and equal access to all academic and campus programs by and for students with disabilities. The Director of AAS, Dr. Stella Woodroffe, the AAS staff, and I look forward to working with you during your academic career at Kingsborough.

I encourage you to utilize this handbook as an important resource for accessing services and accommodations. It is intended to be a brief introduction to our services and programs. Periodically, AAS will publish revised versions of this handbook as we update our policies, procedures, and services to best meet the needs of our students. Revised handbooks will be available in D205 and/or on our [website](#).

I wish you the best on your academic journey!

Sincerely,
Brian R. Mitra
Dean of Student Affairs

Dear Student:

Welcome to Kingsborough Community College's Access-Ability Services (AAS). AAS is committed to promoting equity for students with disabilities at Kingsborough Community College (KCC). Our programs aim to equalize educational opportunities, and to support the academic success and personal development of KCC students with disabilities.

AAS assists students with disabilities by determining their eligibility for services and then working with them to establish academic accommodations. The goal is to provide students with equal access to the programs and activities of the college.

AAS also recognizes that while college can be stressful for most individuals, for individuals with disabilities it can be a daunting task. Please be assured, however, that you are not alone. AAS offers supportive counseling and academic advisement to help you to recognize your potential.

We are glad that you have decided to attend KCC, and we look forward to working with you. We encourage you to use AAS as a resource throughout your career at KCC.

Sincerely,
Stella Woodroffe, PhD, LMHC
Director, Access-Ability Services

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Mission Statement

Access-Ability Services serves as a disability resource, promotes equity, and provides appropriate accommodations to KCC students with disabilities.

Purpose of Handbook

The information in this handbook provides students and other interested constituencies with relevant information concerning the current policies, practices, and services designed to meet the needs of students with documented disabilities while maintaining the integrity of a Kingsborough Community College education. AAS will be revise and update the handbook periodically so that it remains relevant to the needs of the KCC community.

Nondiscrimination Policy

It is the policy of Kingsborough Community College to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

Privacy Policy

AAS complies with all applicable privacy laws and policies, including the Family Educational Rights and Privacy Act (FERPA). The FERPA policy is available on the KCC website at www.kbcc.cuny.edu.

Release of Information

AAS will not share student disability information with KCC faculty/staff or with off-campus organizations without the student's consent. AAS will confirm AAS registration and approved accommodations on a need-to-know basis. Registration with AAS will not appear on your transcripts.

Change of Information

If you move, change your email address or change your phone number(s), please notify AAS so that we can update your information. This is extremely important because AAS sends out letters to students with important deadlines.

Also, be sure to go to the Registrar's Office in Room A101 to provide that office with your new contact information since that is the only office that will be able to update your record in the college's computer system.

If you make any changes during the semester (e.g. drop a class, add a class, no longer need services, etc.), you should notify AAS immediately so that we can better assist you.

Contact Information

Mailing Address: Access-Ability Services
Kingsborough Community College
2001 Oriental Blvd
Room D-205
Brooklyn, NY 11235

Telephone: 718-368-5175

Fax: 718-368-4782

E-mail: aas@kbcc.cuny.edu

Website: <http://www.kbcc.cuny.edu/access-ability>

Hours of Operation

D-205 / Main

Office:

Monday	9 am – 5 pm
Tuesday	9 am – 8 pm
Wednesday	9 am – 8 pm
Thursday	9 am – 5 pm
Friday	9 am – 5 pm

M-126 / Assistive Technology Lab:

Monday	9 am – 5 pm
Tuesday	9 am – 5 pm
Wednesday	9 am – 5 pm
Thursday	9 am – 5 pm
Friday	9 am – 2 pm

Common Questions

Will I be required to follow the same program requirements as other students?

Yes. KCC cannot change requirements that are essential to its academic programs. Having a disability that makes specific course content difficult does not mean that you will be automatically exempted from such courses or that they will be modified for you. In some cases, course substitutions may be a reasonable accommodation. You should discuss this with your AAS Counselor.

What will I need to do to earn a college degree?

You will need to meet the requirements of your program of study as determined by Kingsborough Community College and by the City University of New York.

Will I get the same accommodations as high school?

Not necessarily. What worked for you in high school may not be effective in college. In addition, requirements that apply through high school are different from those that apply beyond high school. Access-Ability Services will review your documentation and work with you to identify appropriate accommodations based on your documentation, and the information you provide.

Am I still covered under IDEA and my IEP/504 Plan?

No. The Americans with Disabilities Act (ADA), Section 504 Subpart E of the Vocational Rehabilitation Act, and other pertinent state laws govern post-secondary education. The responsibilities of colleges and universities are significantly different from those of your high school.

Can my parents advocate for accommodations for me?

No. Unlike high school, in post-secondary education, you are considered an adult. All requests for accommodations must come directly from you and must be supported by appropriate documentation. AAS may not discuss or release information to your parents without your written permission.

Where do I go for services?

To receive accommodations and/or services for a disability at KCC, students must self-identify to Access-Ability Services in Room D-205. We will ask you to complete an Application for Accommodations and Services and to submit it with appropriate documentation to support your request for accommodations. The Application for Accommodations and Services is available from Room D-205 or from the [Access-Ability Services website](#).

When should I request services?

You may request accommodations at any time while you are a student at KCC but we recommend that you contact Access-Ability Services as soon as possible after acceptance to KCC. Access-Ability Services is committed to working with you and providing you with academic accommodations and services.

How do I request services?

Contact Access-Ability Services as soon as possible after admission to KCC to submit an [Application for Accommodations and Services](#) and [supporting documentation](#). AAS will review your application and documentation and, if necessary, may contact you for more information or to schedule an interview. It is important that you know about your disability, your strengths and limitations, accommodations that you have had in the past, and accommodations you are requesting. AAS will provide you with literature about policies and procedures and will assign an AAS counselor to you. AAS will keep your documentation and Application for Accommodations and Services confidential.

Submission of documentation is not enough to register with AAS and receive services. You also need to submit a completed [Application for Accommodations and Services](#) and respond to any requests for more information or an interview.

What kind of documentation do I need to provide?

To be recognized as eligible for services and accommodations through Access-Ability Services, you are required to provide appropriate documentation of a disability. Students are responsible for any fees associated with obtaining documentation of their disability.

Essential elements of documentation include the following:

- The name, title, signature and professional credentials of the evaluator, including information about license or certification. The professional should have expertise with regard to the specific disability and population being addressed. The professional should not be related to you.
- The date of the evaluation.
- Evidence of existing impairment including evidence of ongoing difficulties and behaviors that significantly affect functioning in a college setting.

What accommodations does AAS provide?

AAS' aim is to provide comprehensive information about accommodations. Some of the accommodations discussed below therefore may not be currently appropriate for you. In order to use an accommodation, you must first receive approval from AAS.

Accommodations may include, but are not limited to:

- Extended exam time
- Accessible classrooms/furniture
- Readers
- Scribes
- Notetaking/lecture capture assistance
- Interpreter/transcriber Services
- Reduced course load
- Textbooks in alternate format
- Assistive technology



What services does AAS provide?

Services provided may include:

- Academic Advising
- Supportive Counseling
- Equipment Loan
- Testing
- Assistive Technology Support
- Workshops



For each accommodation/service that AAS provides, there are accompanying procedures for you to follow. If you have questions or are unclear about policies, procedures or available services, please be sure to ask your counselor or other AAS staff for clarification.

Procedures for Receiving Classroom Accommodations

For each class in which you are enrolled, you may choose whether to use each of your approved accommodations. Consider the requirements of each class and your specific disability-related needs when making that decision. Some accommodations may not be appropriate or necessary for every class. If you choose to use an accommodation in a class, it is your responsibility to notify the professor.

- Discuss your accommodations with your professors on or before the first day of class or as soon as possible after you receive notification of your approved accommodations.
- If privacy is important to you, speak to the professors during their office hours, or contact them by email. If necessary, meet with your AAS counselor to plan and implement an effective strategy for communicating with your professors.
- You do not need to disclose your disability to your professors. Keep the conversation focused on the accommodations you want to use in the class.
- Provide each professor with a copy of your letter of Notification of Academic Accommodation, which you received in your approval package from AAS. The letter of Notification of Academic Accommodation itemizes your approved accommodations and validates your request to use your accommodations in the class. Only submit the letter to the professors of the classes in which you choose to use your accommodations.
- Remind your professors of your accommodations as needed and let them know if you are having any difficulty with the accommodations or the class.
- At the beginning of new each semester, please pick up current letters of Notification of Academic Accommodation from AAS and share them with the professors in whose classes you choose to use your accommodations.



Notetaking/Lecture Capture Assistance

You may be approved for note-taking/lecture capture assistance can if you are registered with AAS, requested the accommodation, and have provided documentation that supports the request. AAS offers notetaking/lecture capture assistance in a few different ways. Speak with your AAS counselor or the AAS notetaking coordinator about the pros and cons of each method to determine the one that works best for you.

1. Instructor-Provided Notes

If your instructors are willing to, they may provide you with notes. Present your Letter of Accommodations to your instructors and ask if they would be willing to provide you with notes or their comprehensive PowerPoint slides ahead of time.

2. Technology

Many students find that using technology (e.g., LiveScribe pen, Sonocent software, audio recording) is an effective way to obtain class notes/recordings and some like that it promotes autonomy. Speak with your AAS counselor or the notetaking coordinator about the different technologies available and about which one will work best for you. AAS will provide the necessary equipment and will offer training workshops and support as needed. In addition, AAS will ask you to sign an agreement that governs your use of any class recordings.

3. Peer Notetaker

Students may choose to identify another student in their class to share their notes. If you are unable to find a notetaker yourself, AAS will assist you in this process by making an announcement in the class or by asking the professor to do so. The announcement will not mention you by name. If you are in a Developmental English class, AAS will send a notetaker to the class, at your request.

AAS will pay peer notetakers for their services. Please send your notetaker to **Room D-205** to sign up and to receive further instructions. The peer notetaker must be a full-time student.

Each student using peer notetaker service has a folder in the AAS office. AAS will allow peer notetakers to make two copies of their notes, at no charge, in our office. The notetaker will leave one copy of the notes in your folder for you to pick up; the other is the office copy.

You and your peer notetaker may agree on other arrangements for sharing notes. In each scenario, however, the notetaker must provide AAS with a copy of the notes.

Inform AAS if you (1) can't find a note-taker, (2) the notetaker is not working to your expectations, or (3) you no longer need note-taking/lecture capture assistance.

Interpreter Services

If you are deaf or hard of hearing, you may be eligible for services such as:

- Sign Language Interpreter
- Transcriber - transcribers use Computer Assisted Real-Time Captioning (CART) and/or Typewell systems to provide instant translation of verbal communication in the classroom or at events into text. You can then view the text in real-time on a laptop set up in the classroom or event.
- FM System - FM system consists of a transmitter microphone used by the speaker (e.g. the professor) and a receiver worn by the student. The receiver picks up and transmits the voice of the speaker directly to the student.

Deaf/HH students who have registered with AAS and who need interpreter/transcribing services in the classroom should register as early as possible for their classes each semester. This ensures that the coordinator can schedule services in a timely manner.

To request an interpreter for any situation other than regularly scheduled classes, you will need to fill out a request form, which you can obtain from the coordinator. Make your request as early as possible so that the coordinator will have sufficient time to fulfill your request.

Assistive Technology

Assistive technology is technology designed to compensate for disability and foster student independence. Access-Ability Services has an assistive technology lab available for student use. The lab is located in Room M-126 in the Marine and Academic Center (MAC). It is open Monday through Thursday from 9am to 5pm, and on Friday from 9am to 2pm. The telephone number is 718-368-3382.



The lab offers a wide array of hardware and software for students with disabilities, including but not limited to CCTV, scanners, Braille Embosser, Braille keyboard, large print keyboard, and software such as JAWS screen-reader, Zoom Text, Dragon Naturally Speaking, Read and Write, ABBYY FineReader, Kurzweil 1000 and Kurzweil 3000.

JAWS screen reader and Zoom Text are also available on select computers in the

KCC library and in computer labs across campus.

Special Furniture

If you receive special classroom furniture as an approved accommodation, please contact your assigned AAS counselor as soon as you register for classes. Provide your counselor with your schedule for the upcoming semester (including room assignments) and the specific accommodations needed. AAS will work with campus facilities to arrange for furniture placement. It is important that you do this as soon as possible because campus facilities may have to order the furniture and delivery may take time. In addition, please notify your instructor that you have permission from AAS to use this special furniture. If you encounter any problem with the furniture, notify AAS as soon as possible.

Books in Alternate Format

If you have a documented print disability, you may obtain copies of your textbooks in alternative formats.

1. First, check to see whether your textbook is available as an e-book, audio book, or other format that will work for you. If it is available in another format, consider purchasing the alternate format instead of a printed version. Check Bookshare (www.bookshare.org), AccessText (www.accesstext.org), or VitalSource Bookshelf (www.vitalsource.com) to see if an alternate format of your book is available. You may create a **free** individual account with Bookshare to enable greater access to various texts. Individual accounts with other services, e.g. Learning Ally (www.learningally.org), are available for a fee.
2. If you are not able to get the text in an alternate format, purchase a paper copy of your textbook. Submit the name, author, publisher, ISBN number and original sale receipt to AAS. AAS will make every attempt to obtain the book in alternate format for you. If we cannot obtain it in an alternate format, we will ask you to submit the book so that we may scan it and convert it into electronic text.

Alternative format textbook requests may take several days to a few weeks to process. To avoid delays in receiving your accessible materials, please complete the steps above as early as possible.

Service Dogs

Service dogs are permitted in class when considered an appropriate, document-supported accommodation. Service dogs must be under your control at all times. You are responsible for the animal's behavior and sanitary conditions. The college may bar disruptive dogs from the campus.

Procedures for Testing Accommodations

You may be approved for one or more of a variety of testing accommodations.

Alternative testing accommodations provides you with the opportunity to demonstrate achievement and mastery of course material that is equivalent to the opportunity provided to students without disabilities. Typical testing accommodations may include, but are not limited to:

- **Extended Time** – In most cases, extended time amounts to time and a half. Double time or more may be provided only if you have barriers that are more significant. Authorized testing time depends on the amount of time faculty plan for and expect non-disabled students to need to complete an exam. Under no circumstances will you receive unlimited testing time. In some cases, extended test time may apply only to particular subjects and/or testing formats.
- **Reader** – If you are approved for a reader, your test material will be reproduced in audio format. Test material may be recorded onto an audio recorder or may be scanned into a computer, converted into a text file, and read aloud to the student by a computer software program. The circumstances in which a student may have a human reader are limited.
- **Scribe** – The role of the scribe is to write what you dictate. Scribes may not elaborate on what you instruct them to write; answer questions; or explain anything to you. They are not to assist you in doing the work itself or to affect the outcome of an assignment or test in any way other than writing what you dictate. If you are eligible for a scribe, AAS may also offer you the use of a voice-to-text computer software program.
- **Read Back** – Someone will read back to you what you have written for an essay or short answer exam. The person doing the read back will not make suggestions or corrections.
- **Spell Check** – The use of a spell checker is authorized as an appropriate accommodation only under very specific circumstances. With suitable documentation, you will be allowed to use spell check only on exams where the ability to spell accurately is not considered an important part of what the exam is designed to test, as determined by the professor and/or the academic department.
- **Use of Calculator** – You will be allowed to use a non-scientific calculator if you have submitted appropriate documentation, and only on exams where the ability to add, subtract, multiply or divide accurately is not considered an important part of what the exam is designed to test, as determined by the professor and/or the academic department.

Options for Taking Exams:

1. Take your exams in class without accommodations. This option requires no action on your part.
2. Take your exams with accommodations arranged by the instructor. This option may be appropriate for some classes e.g., lab or studio classes. Discuss arrangements with your instructor.
3. Schedule to take your exams with AAS. To take your exams with AAS, please follow the guidelines below.

Guidelines for Taking Tests with AAS

1. Complete the top portion of the **Test Request Form** as soon as you know that you are having a test. Be sure to include all requested information.
2. Take the form to your professor. You and your professor must agree on the date and time that you will be taking the exam. Please be careful that the date and time does not conflict with any class/lecture time.
3. Your professor will complete and sign the appropriate section of this form. The professor should keep the "professor copy" and return the rest of the form to you.
4. It is **your responsibility** to submit this form to AAS a minimum of one week before the scheduled date of the test and before the submission deadline for finals (posted in D205 and on the AAS website). AAS cannot guarantee accommodations to students who do not submit Test Request Forms in a timely manner.
5. AAS will record the date on the **Test Request Form** when you submit it. Be sure that you retain the student copy for your records.
6. Your professor should deliver the test to AAS in person, by fax or by e-mail to aas@kbcc.cuny.edu before the scheduled test date.
7. If your class test is cancelled or re-scheduled, please notify AAS. If your test is re-scheduled, AAS would need official notification from the professor indicating the new date and time of the test.
8. Report to AAS (Room D205) on the scheduled date and time for the test. Be on time. If you are more than fifteen (15) minutes late, you will be asked to obtain written permission from your professor.
9. Be aware that AAS will administer tests in accordance with your approved testing accommodations.

10. Extra materials (books, notes, note cards, etc.) will not be allowed during an exam unless your professor has provided instructions either on the test or separately in written form approving the use of these materials.
11. Equipment (e.g., cell phones, electronic devices) is not allowed in testing rooms, unless related to your accommodations.
12. If you fail to appear for the scheduled exam, you will need to repeat the steps above.
13. Please consult with the testing coordinator if you have any questions or any problems with the Test Request Form or these guidelines.

Additional Guidelines for Taking Final Exams with AAS

- Submit your completed **Test Request Form** before the submission deadline for finals (generally posted in D205 and on the AAS website)
- You will not be permitted to leave the testing area until one hour after KCC's published exam start time.
- AAS administers all finals on the same date as on KCC's published final exam schedule. AAS cannot change the date of a final exam.
- If, for some reason you cannot take a final on the scheduled date, speak with your professor and/or follow KCC's procedure for make-up finals (refer to the [KCC College Catalog](#)).



If you have any questions regarding the above procedures, please feel free to contact your AAS counselor or Sonia Velazquez, AAS Testing Coordinator, at 718-368-5175.

Procedures for Receiving Services

Tutoring

Tutoring is offered to all KCC students in individual and small group settings through the Tutorial and Academic Support Center (Room L-605), the Center for Academic Writing Success (Room L-219), and the Math Skills Lab (Room F-206).

Tutorial Service is also available to students who choose to participate in special programs, such as TRiO Student Support Services (Room D-205) and College Discovery (Room L-516).

Equipment Loan

You are eligible to borrow equipment from AAS if you are currently enrolled at KCC and registered with AAS, or if you are an AAS employee. The AAS equipment loan service supports KCC's mandate to provide equal access to KCC's students with disabilities. The use of equipment is limited to activities relating to the performance of your duties and responsibilities as a KCC student. You may not use AAS equipment for private business, personal or political activities. You may not use AAS equipment for any purpose or in any manner that violates KCC rules, regulations or policies, or any federal, state or local law.

If you borrow equipment, you are required to return the items on time and in good order. You may be held liable for equipment that is not returned or that is damaged.

Please contact Laura Armour, AAS College Lab Technician, at 718-368-5175, to arrange to borrow equipment.

Mobility Orientation

AAS does not provide mobility orientation for students with visual impairments. Instead, AAS may suggest outside agencies (e.g., NYS Commission for the Blind, VISIONS Services, and Lighthouse Guild) where you may arrange to receive mobility orientation. You are strongly encouraged to schedule the orientation before or during the first week of classes.

Personal Care Attendants/Paraprofessionals

Some persons with disabilities require personal care attendants (PCA) to address their personal daily needs. If you require PCA services, you must arrange for your own PCA service. KCC does not assume coordination or financial responsibilities for personal care attendant services. For security purposes, all PCAs must register with Access-Ability Services in Room D205 and obtain a KCC PCA ID card from the Office of Public Safety, which is located on the second floor of the library, Room L-202.

Student Responsibilities:

- Secure a PCA prior to attending any college-related activity e.g. orientation,

placement testing, registration, and attendance. KCC will not be responsible for providing a PCA on an interim basis.

- Ensure that your PCA registers with AAS. If you change PCAs during the semester, each new PCA must register with AAS.
- Ensure that each PCA registers with the Office of Public Safety, and follows all relevant procedures of that office. The Office of Public Safety is on the second floor of the library, Room L-202, at (718) 368-5069.
- Ensure that during the duration of your PCA's employment, his/her behavior on campus and use of any CUNY facilities, equipment, resources, and network are in accordance with all CUNY policies.

PCA Responsibilities:

- Adhere to KCC's Code of Conduct as well as to all CUNY policies, rules, regulations, and procedures.
- Do not discuss any confidential information about the student with faculty, staff, or students.
- Allow the student to take responsibility for his/her own progress and/or behavior.
 - Refrain from contacting/speaking to faculty, staff, or others on behalf of the student, or from intervening in conversations between the student and faculty, staff, or other students, unless the student's disability (e.g. substantial communication difficulty) requires such action.
 - Refrain from working on or completing any of the student's academic assignments.

Evaluation of Disability

AAS does not provide testing to determine the presence of a disability. If you need documentation of a disability, you must arrange and pay for assessments on your own. Please contact AAS for a listing of local testing resources.

Transportation/Parking

Kingsborough provides free shuttle service between the Kingsborough campus and the Coney Island/Stillwell Avenue and the Brighton Beach subway stations for KCC students, faculty and staff on weekdays during regularly scheduled school days. There is no service available Saturday, Sunday and holidays. You must present a valid Kingsborough I.D. to gain access to the bus.

On-campus parking permits are available to disabled students who have documented need for this service and who pay the appropriate permit fees. The issuance of a parking permit does not guarantee a parking space, but does provide the permit holder with the opportunity to park on-campus where there are available parking spaces.

Voter Registration

AAS is a mandatory NYS voter registration site. We will be glad to help you fill out a voter registration form or provide assistance registering through CUNYFirst. There is no obligation to register to vote and your decision will have no effect on services offered to you.

Attendance Policy

Class Attendance

The KCC student attendance policy states that a student who has been absent 15% of the total number of instructional hours that a class meets during a semester or session may be considered excessively absent by the instructor. The instructor may consider excessive absences as a factor in the assignment of a student's grade. Students with disabilities are expected to adhere to this college policy. In general, if you miss a class, regular services and class notes may not be provided.

Pregnancy

Kingsborough Community College does not discriminate against any student because of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from Access-Ability Services, Room D205, 718-368-5175 or the Title IX Coordinator, Victoria Adjibade Room E115, 718-368-6896.

Canceling/Changing Services

AAS requires that you inform AAS in advance when you plan to cancel scheduled services, if you will be late or if you are requesting a change. You may contact AAS by phone (718-368-5175); or e-mail (AAS@kbcc.cuny.edu). After office hours, you may leave a message; AAS will respond to it the following business day.

Arriving Late for Services

Service providers (e.g. interpreters, note takers) will wait fifteen minutes for you to arrive for a scheduled assignment before leaving. If you are more than fifteen minutes late, you may not be able to receive services for that assignment. Sign language interpreters for D/HH students will wait fifteen minutes for every hour of the class for students who arrive late.

Suspension of Services

If you develop a consistent pattern of cancellations, lateness, or absenteeism, your services may be placed in jeopardy. If the behavior is persistent, your AAS counselor will meet with you to discuss the issues and develop a mutually agreed upon action plan to correct the situation.

Tips for Success

Utilize your AAS Counselor

College is different from high school in many rewarding as well as challenging ways. The best person to assist you in your adjustment to college is your AAS counselor.

Please schedule regular appointments with your counselor.



Your counselor can help you:

- Learn about your rights as a student with disabilities - Your counselor is your best resource for questions and concerns about your academic accommodations.
- Learn your responsibilities as a student with disabilities - Review the Access-Ability Services policies and procedures with your counselor to ensure that you receive the services to which you are entitled.
- Explore your strengths and limitations - We all have strengths and limitations. In college, knowing yourself is a very important step in developing an array of academic skills. Your AAS counselor can help you to explore your strengths and limitations and to use that knowledge to maximize your academic potential.
- Learn self-advocacy skills - In college, it is important to develop communication, assertiveness and self-advocacy skills. Your counselor can help you to be self-confident, assertive and respectful without being demanding or aggressive.
- Emotional support - Your AAS counselor will offer you guidance on how to overcome anxiety and adjustment struggles as you transition to college.
- Academic advising – Your counselor will help you to develop an academic plan and to choose appropriate courses to meet your academic goal.
- Explore your goals - Throughout your academic journey, you and your counselor can discuss your short- and long-term goals to keep you focused and on target.
- Find useful resources - KCC offers students many useful resources. Your counselor can help you to connect to resources on and off campus.

Study Tips

- Identify your best time of day, morning/afternoon/early evening, and use this time to study so as to maximize the amount of work you can accomplish.
- Study difficult subjects first when you are less tired. Save easier and more enjoyable subjects for later when you may be tired, but need to continue your work.
- Study in a well-lit place and as much as possible use the same place to study so that it becomes habitual.
- Avoid distractions such as the TV, phones, or the refrigerator.
- Arrange a study schedule and be aware of your time management habits.



Test Taking Tips

- Different subjects require different types of test preparations.
- To prepare for essay exams, read notes, think of potential questions in advance, and practice writing answers. Essay tests require comprehensive composition on particular topics to see if you have broad knowledge of the material.
- To prepare for multiple-choice tests, practice writing facts on index cards and focus on details. When taking such exams, pay attention to the wording of questions. Look out for absolutes, such as the word “always,” in the questions. Underline key words and, as a last resort, make educated guesses.
- Ask professors about the range of material to be covered, request sample questions, if possible. Inquire if tests from previous semesters are available for review.

The CUNY LEADS Program

CUNY LEADS is a program established to facilitate successful academic and career outcomes for students with disabilities who are enrolled in CUNY programs. LEADS is available on all CUNY campuses. Each campus has a LEADS Counselor that collaborates with campus departments and services, as well as off-campus agencies and businesses to provide career related and other guidance, support and life planning. This program is FREE for all eligible CUNY students.

Eligibility

Any student with a documented disability enrolled in a CUNY program is eligible for participation in CUNY LEADS. While it is preferred that the student register with Access-Ability Services, it is not required for participation. However, the student must present documentation of disability to the LEADS counselor. All documents and information will be kept confidential.

Services

- Counseling and goal setting for academic majors, career exploration, and/or transition to a 4-year school
- Career counseling & life planning, exploration and development
- Job search skills and assistance, including résumé and cover letter review
- Volunteer and internship exploration
- Referrals for tutoring, health service supports, benefits & entitlements
- Counseling regarding ADA/504 modifications, disclosure and self-advocacy

Student Responsibility

- Students must submit appropriate medical, educational or psychological documentation regarding their disability
- Students are responsible for completing the appropriate documentation to determine eligibility for the program as provided by the LEADS Counselor
- Students should be prepared to explore career goals
- Students must meet with the advisor on an ongoing basis.

Contact Information

Nicholas Giampetruzzi, LMHC, NCC

Room D222

Office Hours: By Appointment

Tel: 718-368-5161; Fax: 718-368-4782

Nicholas.Giampetruzzi@kbcc.cuny.edu

www.facebook.com/kingsborough.leads

The TCS Program

Access-Ability Services offers **Transition to College Support (TCS)** in association with CUNY's Project REACH. The program provides ongoing supplemental support to Kingsborough Community College (KCC) students with an Autism Spectrum Disorder. TCS provides individualized academic, social, behavioral, organizational, and other support services that are in addition to the services offered to all students with disabilities at KCC by Access-Ability Services. The program is FREE for all eligible CUNY students because of a grant from CUNY's Project REACH.

What we do

TCS provides a combination of direct and consultative services tailored to meet the needs of each student, recognizing each student's unique strengths and weaknesses. The range of supportive services may include:

- individual advisement and counseling
- identifying and implementing strategies to improve organizational skills
- self-advocacy skill building
- academic/behavioral hands-on support
- assistance with accessing campus services
- consultation with faculty and staff across campus
- social and life skills groups
- assisting students to connect with KCC clubs, organizations, and extracurricular activities
- peer mentors

Why we do it

Our goal is to:

- Facilitate a positive environment for student academic achievement
- Encourage student participation in college community life
- Respond to the individualized needs of students
- Increase awareness and understanding of ASD among faculty, staff, and students

Contact Information

Transition to College Support (TCS)

Access-Ability Services

Room M-126

(718) 368-5175

AAS@kbcc.cuny.edu

Emergency Procedures

In case of an emergency, follow the directions of your instructor or other college staff. Do not use elevators. If you require help, request it immediately and explain the help you need.

Public Safety officers conduct a sweep of all the buildings to make sure that everyone is safely out of the buildings. If you have a disability that prevents you from exiting the building quickly and safely, please wait in an open area (e.g., in a hallway) for a public safety officer to conduct you to safety.

Summary of Student Rights and Responsibilities

You have the right to:

- Expect all disability-related information to be treated confidentially.
- Receive appropriate accommodations in a timely manner from faculty or AAS.
- Meet privately with faculty to discuss needed accommodations and any other concerns.
- Appeal decisions regarding accommodations and auxiliary aids.

You have the responsibility to:

- Provide AAS with appropriate documentation to support your request for accommodations.
- Self-advocate to faculty and staff regarding your needs. You may work with your AAS counselor to develop advocacy skills.
- Initiate requests for specific accommodations in a timely manner.
- Notify faculty/AAS immediately if you decide not to use an accommodation or if you no longer need the accommodation.
- Provide for your own personal disability-related needs.



Grievance Policy

When the services do not meet your expectations, we encourage you to register your complaints following the four-step procedure listed below.

Step 1: Access-Ability Services Counselor

You should discuss your concern(s) with your assigned AAS counselor. If a satisfactory solution is not reached, you can proceed to the second step, a written appeal to the Director of Access-Ability Services.

Step 2: AAS Director

After the Director receives your concern(s), you may expect that the Director will:

1. Interview you
2. Review the relevant materials
3. Interview other relevant individuals
4. Give response in a timely manner.

If you disagree with the findings or the resolution offered by the Director, you may appeal to the Office of the Vice President for Student Affairs (Room A-216). If the complaint involves disability discrimination, you are encouraged to appeal to Victoria Ajibade, Esq., 504/ADA Coordinator (Room E-115).

Step 3: Office of the Vice President for Student Affairs

When filing a final appeal with the Office of the VP for Students Affairs, you should provide:

1. A copy of the written appeal and supporting documentation
2. The response to your appeal from the Director of Access-Ability Services

Step 4: Office of Civil Rights

Filing a Section 504/ADA complaint with the responsible federal agency does not impair your right to a prompt and equitable resolution of your complaint. To pursue your complaint with the regional agency, you may contact:

Office for Civil Rights,
New York Office
U. S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Fax: (646) 428-3843
TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice of policy is prohibited by City University of New York policy, by federal, and by state law.

Comparison of High School and College

Applicable Laws

High School	College
IDEA (Individuals with Disabilities Education Act)	ADA (Americans with Disabilities Act of 1990, Title 11); ADA Amendments Act of 2008
Section 504, Rehabilitation Act of 1973	Section 504, Rehabilitation Act of 1973
IDEA is about SUCCESS	ADA is about ACCESS

Required Documentation

High School	College
IEP (Individualized Education Plan) and/or 504 Plan	High school IEP and 504 Plan may or may not be sufficient.
School provides evaluation at no cost to student or student's family.	If needed, students must get evaluation at their own expense.
Documentation focuses on determining whether students are eligible for services based on specific disability categories in IDEA.	Documentation must provide information on specific functional limitations, and demonstrate the need for specific accommodations.

Parental Role

High School	College
Students are minors and their parents/guardians advocate for them.	Students are adults; they are expected to advocate for themselves.
Parents have access to student's records and can participate in the accommodation process.	Parents do not have access to student's records without written consent from student.

Self-Advocacy

High School	College
School is responsible for identifying students' disability and needs.	Students are responsible for notifying Access-Ability Services of their disability if they need accommodations.
School has primary responsibility for arranging accommodations for students.	Students have primary responsibility for self-advocacy and for requesting accommodations
Teachers approach students if they believe that the students need assistance.	Students must let their professors know if they need assistance.

Instruction and Tests

High School	College
Teachers are trained to teach	Professors are experts in their subjects and are not necessarily trained as
Teachers may modify curriculum and/or alter pace of assignments.	Professors are not required to modify instruction or change assignment deadlines.
Teachers often remind students of assignments and due dates.	Professors expect students to read, save, and consult the course syllabus. The syllabus spells out exactly what is expected of students, when assignments are due, when tests will be given and how students will be graded.
Teachers give frequent class tests which allow the student/parents/staff to determine whether progress is being made.	Some classes have frequent tests and papers but some only have a final. It may be more difficult for students to measure their progress. Students are advised to schedule appointments with their professors during office hours to discuss
IEP or 504 Plan may include modifications to test format and/or grading.	Accommodations may change how tests are given (e.g. extended time) but not the content of the tests or how they are graded.

Study Responsibilities

High School	College
Teachers and/or parents often establish and enforce study routines	Students are responsible for scheduling their time. AAS counselors can help students to develop time management skills.
Tutoring and study support may be provided as part of an IEP or 504 Plan	In college, tutoring is a service, not an accommodation. KCC offers tutoring as a <u>free</u> service to all students.
You may study outside of class as little as 0 to 2 hours a week.	You may need to study at least 2 to 3 hours outside of class for each hour in class.

Glossary of Terms

Accommodations: Adjustments made to a school/college's academic requirements that are necessary to ensure equal access to qualified individuals.

Individual with Disabilities Education Act (IDEA): This federal law upholds the right of children with disabilities to a free and appropriate education in the United States. IDEA requires the creation and implementation of IEPs for students with disabilities. The act specifies that such students must be granted special education services when needed to ensure an effective education program. The act protects children from birth through 21 years old, or until they graduate from high school with a regular diploma. IDEA does not apply to individuals in post-secondary education.

Individualized Education Program/Plan (IEP): An annual document, mandated under the IDEA, which describes the special education and services a child with disabilities should receive while attending public school in Pre-K through Grade 12. The IEP is individualized to the needs of each child with disabilities.

Disability: The ADA defines disability as:

- Having a physical or mental impairment that substantially limits one or more major life activities;
- Having a record of such an impairment; or
- Being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the use of mitigating measures such as medication, medical equipment, prosthetics, hearing aids, mobility devices, oxygen equipment, etc.

Qualified Individual with a Disability (as it relates to postsecondary education): a person who meets the disability criteria of Section 504/the ADA and the college's standard for admission or participation in programs and/or activities.

The Americans with Disabilities Act (ADA): This law provides civil rights protection for all people with disabilities in public services, public

accommodation, transportation, telecommunication and private employment sectors. The Americans with Disabilities Act Amendment Act (ADAAA) is the ADA as amended in 2008.

The Vocational Rehabilitation Act of 1973: Section 504 of this act states: “no otherwise qualified person with a disability...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Subpart E of Section 504 is applicable to all postsecondary educational programs and activities, which receive federal financial assistance.

Simply, Section 504 mandates colleges and universities to be free from discrimination in their admission and treatment of students with disabilities who are otherwise qualified to attend.



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