



SERVICES FOR STUDENTS WITH DISABILITIES

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Disclosure Regarding Services and Confidentiality

The purpose of Services for Students with Disabilities (SSD) is to assist individuals who experience disability with accessing campus programs and services. SSD meets this goal by providing academic adjustments and auxiliary aids afforded by law under the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and in accordance with college processes.

When requesting accommodations, your responsibilities include:

- Providing documentation from a qualified professional that identifies the nature of your disability and outlines the functional limitations related to that condition;
- Paying for any medical/psychological assessments and/or record request fees;
- Requesting your accommodations from SSD each term;
- Following the accommodation procedures as described in the SSD Guidebook for Students with Disabilities;
- Communicating with each of your instructors regarding your accommodation needs as outlined in the Letter of Accommodation;
- Following the student Code of Conduct and maintaining the Standards of Satisfactory Academic progress as outlined in the COCC Catalog;
- Contacting SSD if you cannot make any scheduled SSD appointment;
- Resolving accommodations/services disagreements as outlined in the SSD Guidebook for Students with Disabilities.

SSD Responsibilities include:

- Determining eligibility for SSD services based on disability documentation and functional limitations;
 - Providing appropriate and reasonable academic accommodations and support services;
 - Disability counseling services related to disability management and adjusting to college, and how your disability may impact your access to college programs;
 - Referrals to, and collaboration with, college faculty, staff and programs;
 - Referrals to off-campus services and resources;
 - Collaborating with other professionals that are working with you regarding your disability, (i.e. your doctor, therapist, and/or vocational rehabilitation counselor);
 - Maintaining confidential SSD records while you attend COCC, and for a period of three years.
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**Central Oregon Community College
Services for Students with Disabilities
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Confidentiality

Discussions with the SSD Coordinator are generally considered confidential within SSD. There are five (5) exceptions to confidentiality:

- If you have signed a consent form that authorizes release of information;
- If the Coordinator believes that you are going to harm or endanger yourself or others (including children or the elderly), he/she is required to notify the endangered individual(s), the proper authorities, and/or officials;
- If the SSD Coordinator, SSD, or COCC is sued or court-ordered and a properly-issued subpoena is received;
- If there is a legitimate educational purpose to support the disclosure of personally identifiable information (e.g., student identification number, date of birth, address, etc..) to other offices at COCC;
- Consultation with COCC professionals regarding your disability needs and your request for services.

Use, Retention, and Re-release of Records

- Disability documentation is secured in SSD and does not become part of your academic records;
- SSD is not responsible for providing a requested copy of documentation and recommends student keep a copy of the submitted disability documentation for their records. A request for a copy of documentation should be made directly from the student to the providing professional originally diagnosing the disability.
- Records are kept for three (3) years from a student's last point of contact with SSD, then confidentially purged as required by law.