

## GENERAL STATEMENT

In carrying out Great Basin College's policy regarding students with disabilities, we recognize that disabilities include mobility, sensory, health, psychological, and learning disabilities, and we will make efforts to provide reasonable accommodations for these disabilities to the extent it is readily achievable to do so. We are unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of a program. While our legal obligation relates to disabilities of a substantial and long term nature, it is our practice to also provide accommodations when possible to temporary challenges, such as a broken leg or pregnancy.

Federal law applies to individuals with substantial impairments affecting one or more major life activities, those with records of such impairments, and those who are regarded as having such impairments. These individuals must be able to carry out the essential requirements of the program with reasonable accommodations.

## ADMISSIONS

***The Admissions Process*** — In the admissions process, we are an open door college. This means that GBC creates an opening to opportunity; it means that no one is excluded from the chance to succeed in college. No one can be denied admission because of sex, color, race, creed, age, sexual orientation, disabilities, veterans' status or national origin. We do require that every student complete an application form. This form includes a statement directing students needing accommodations to contact the ADA Officer, Berg Hall, Elko Campus, 775.753.2271.

***The Application Form*** — Students of Great Basin College are given the option of requesting information on disabilities on the admission form, but are not required to do so.

Students needing accommodations must self report disabilities early, even upon requesting information or taking the placement tests. This is because adequate time will be needed for evaluating documentation, for working out the specific accommodation, for arranging schedules for barrier free classrooms, for working out arrangements including funding for auxiliary services, and for arranging accommodations for placement tests, orientations, tutors and the like. Last minute requests for accommodations such as interpreters, etc., may not be immediately accommodated because of the time required to make such arrangements.

***Documentation of the Disability*** — If a student wishes to have accommodations for their disability, it is necessary for the student to provide appropriate documentation of the disability. Please consult with the ADA Officer for information relating to documentation requirements.

***Information on the Disability Retained in a Separate Confidential File*** — The information received for the purpose of providing vital information regarding the disability will be kept in a separate confidential file for use in future semesters.

## ENROLLING STUDENTS

***Identifying the Need for Accommodations*** — Students with disabilities who need accommodations must self identify and request accommodations to the ADA Officer as soon as possible. It is the responsibility of the student to make these needs known in a timely fashion and to provide appropriate documentation. Information regarding documentation requirements may be obtained from the ADA Officer.

Students who do not require accommodations need not make their disabilities known. Information concerning a on the student's disability and accommodations is treated as confidential information under applicable federal, state, and university laws and policies and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty members who are apprised of a disability are advised that this information is confidential.

***Accommodations*** — GBC will make reasonable accommodations for documented disabilities. These accommodations may include course load modifications, exam accommodations, readers, interpreters, note takers, and additional time to complete assignments. Such accommodations will not be provided if they fundamentally alter the nature of the course or if they would be unduly burdensome, either financially or administratively. Students requesting accommodations should make their requests as early as possible to the ADA Officer. The ADA Officer will meet with the student to develop an appropriate accommodation plan. Forms to request accommodations may be obtained from the GBC Admissions and Records Office, Berg Hall.

***Academic Modifications*** — Academic modifications include providing extensions of time for completing assignments, course substitution, and similar modifications. Only modifications that do not fundamentally alter the nature of the course or program and that are not unduly burdensome financially or administratively are required by law. Students should be aware that while reasonable accommodations are available, all students will be held to the same academic performance standards. College is stressful and students whose disabilities justify accommodations such as exam modification, have the obligation to request accommodations before academic failure.

Requests for academic modifications should be made to the ADA Officer. The adjustment will be made in consultation with faculty.

Because of the time required to arrange these requests, students must make such requests no later than a month before exams are to be taken. Exam accommodation requests must be renewed EACH SEMESTER. Depending on the nature of the disability, new or updated documentation may be required.

***Auxiliary Services*** — Auxiliary services may include interpreters, note takers, readers, assistance with photocopying, and the library and other support services in connection with the academic program. Services for personal use are NOT provided.

The college does provide tutorial assistance for students who need more help in English, mathematics, or computers. If a student with a disability knows he/she will have a need for tutoring before the semester begins, the student should discuss this when making other requests for accommodations.

***Architectural Barriers*** — Unfortunately, some of GBC's buildings were built before federal law required accessible design. While most areas of the college are readily accessible, there are some barriers that require advance planning to overcome. GBC recognizes the barriers and continues to work on removing as many barriers as possible. Suggestions for removing barriers are welcome and should be directed to the Vice President for Administrative Services. No person with a disability will be denied access to programs as a result of architectural barriers.

***Parking*** — There are accessible parking spaces near each building on each campus. A state-issued handicap parking designation is required to park in the spaces.

***Ramped Entrances*** — Entrance into the GBC buildings on the Elko, Ely, and Winnemucca campuses is available. On the Elko campus, all building's have an accessible doors. Most buildings have electronic access doors. For events sponsored by GBC and held off campus, students should make known to the host of the event the special requests for access.

***Accessible Restrooms*** — Accessible restrooms can be found in each college building, with the exception of Lundberg Hall.

***Elevators*** — A passenger elevator is available in McMullen Hall in the GBC Library.

***Classrooms*** — All classrooms are accessible, but some are more easily reached than others. For this reason, students with mobility impairments are requested to advise the ADA Officer as early as possible of their mobility issue when choosing their classes. If possible, classes for these students may be moved.

***Modification of Policies and Practices*** — Students requesting accommodations for disabilities should register as early as possible and preferably one month prior to classes starting. This will help the institution to timely address requested accommodations and class accessibility.

Class attendance is generally deemed to be a fundamental aspect of education. For that reason, faculty members will not be expected to waive attendance policies for students with disabilities. Students believing that their situations are extraordinary, should direct requests to the ADA Office. The appropriate faculty and administration will be consulted regarding such requests.

Students who believe that registration or other policies and practices should be modified should direct these requests to the Vice President for Student Services or the Vice President for Academic Affairs.

## FINANCIAL AID

Arrangements for financial aid need to be made through the Student Financial Services Office in Berg Hall, Elko. Please call to make an appointment with the Director of Student Financial Services.

## COUNSELING AND JOB PLACEMENT

Academic and career counseling is available to all students. Appointments can be made to see a counselor through the Admission Advising and Career Center in Berg Hall in Elko. In Ely and Winnemucca, appointments can be made to see a counselor through the main office.

The Student Employment office is also available through GBC. It is located in Elko in Berg Hall.

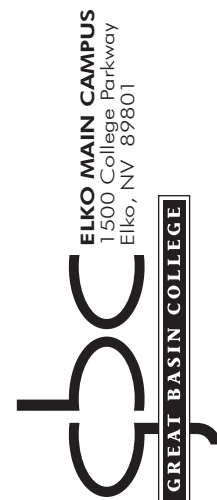
## GRIEVANCES

Students who request accommodations through the ADA officer and who believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability should bring this matter to the attention of the Vice President for Student Services. Students who feel they have a grievance should follow the complaint procedure in Board of Regent's Policies, Title 4, Ch. 8, Sec. 9.

### RESOURCES AND REFERENCES

#### GBC Offices at Elko, Ely, and Winnemucca

ADA Officer.....	77.753.2271
Admission Advising and Career Center, Berg Hall, Elko.....	775.753.2168
Director, Ely Branch Campus .....	775.289.3589
Director, Winnemucca Branch Campus.....	775.623.1804
Ely Branch Campus .....	775.289.3589
GBC Library, McMullen Hall, Elko .....	775.753.2222
Student Employment, Berg Hall, Elko .....	775.753.2255
Student Financial Services, Elko .....	775.753.2399
Vice President for Academic Affairs, Berg Hall, Elko .....	775.753.2266
Vice President for Administrative Services, Berg Hall, Elko .....	775.753.2181
Vice President for Student Services, Berg Hall, Elko .....	775.753.2282
Winnemucca Branch Campus .....	775.623.4824



A University and Community College System of Nevada Member Institution



## INFORMATION FOR STUDENTS WITH DISABILITIES



*It is the policy and practice of Great Basin College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of Great Basin College.*

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