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 CBC 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. Students needing accommodations should contact the Disability Services Office for the admissions process, Leonard Center for Student Life, 775.753.2271.

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, tests and the like. Last minute requests for accommodations cannot be immediately accommodated because of the time required to make such arrangements. Requests for accommodations received less than 1 month prior to the start of the semester accommodations in place for the first day of class. Accommodations approved after the start of class are not retroactive.

Documentation of the Disability — Great Basin College strives to comply with every aspect of the Americans with Disabilities Act and in doing so reviews each individual application for accommodation requests. The Office of Services for Students with Disabilities asks that each student submit documentation of the presence of a disability and documentation that supports the need for requested accommodations. However, it is our goal to ensure that the burden of providing documentation of a disability not be unnecessarily burdensome or unnecessarily discourage individuals with disabilities from establishing the need for a reasonable accommodation. CBC asks that students provide documentation that contains the following information, prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnosis, whenever possible:

• A diagnosis of your current disability and supporting information concerning the diagnosis, including the date of the diagnosis and the diagnostic criteria or tests used in making the diagnosis.
• A description of how the disability affects the individual and if it disrupts any major life activities.
• A description of how the disability may affect the individual’s academic performance.
• The credentials of the diagnosing professional.

Individuals that cannot provide this information should contact the Director of Disability Support (June Byrnes 775.753.2271) for an individual review.

All documentation is reviewed on a case-by-case basis.

The student shall provide the verification documentation to the Director of Disability Support. The cost of obtaining the professional verification shall be paid by the student.

If the initial verification is incomplete or inadequate to determine the presence of a disability and appropriate accommodations, the College shall have the discretion, in rare circumstances, to require supplemental assessment of a disability. The cost of the supplemental assessment shall be paid by the student.

Information on the Disability Retained in a Separate Confidential File — The information retained 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 Director of Disability Support 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 Director of Disability Support and online at www.gbcnv.edu.

Students who do not request accommodations need not make their disabilities known. Information concerning a student’s disability and accommodations is treated as confidential information under applicable federal, state, and university laws and policies. Students have the option to disclose this information to those on a need-to-know basis. Faculty members who are apprised of a disability are advised that this information is confidential.

Accommodations — CBC will make reasonable accommodations for documented disabilities. These accommodations may include course load modifications, exam accommodations, readers, interpreters, and note-takers. Such accommodations will not be provided if they fundamentally alter the nature of the course or if they would be unduly burdensome, other financially or administratively. Students requesting accommodations should make their requests as early as possible to the Director of Disability Support. The Director of Disability Support will meet with the student to develop an appropriate accommodation plan. Forms to request accommodations may be obtained from the Director of Disability Support, Leonard Center for Student Life.

Academic Modifications — Academic modifications include providing 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 and performance standards. College is stressful and students whose disabilities justify accommodations such as examination modifications, should make the accommodation requests before the start of classes. Requests for academic modifications should be made to the Director of Disability Support.

Accommodations approved after the start of class are not retroactive.

Class attendance is generally deemed to be a fundamental aspect of education. For this 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 Director of Disability Support. The appropriate faculty member will review the request and all other concerns 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 Beg 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 Beg Hall in Elko. In Elko and Winnemucca Disability Services Office or appointments can be made to see a counselor through the main office.

The Student Employment office is also available through CBC. It is located in Elko in Beg Hall. Personal counseling is available through a joint agreement between CBC, UNLV, and Communities In Schools. To inquire about counseling services at no cost to GBC students, call 775.753.2271.

Housing — There are CBC Student Housing units specifically designed to accommodate students with disabilities.

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 Business Affairs. 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, Elko, Battle Mountain, and Winnemucca campuses is available. On the Elko campus, all buildings have an accessible door. Most buildings have electronic access doors. For events sponsored by CBC 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.

Elevators — A passenger elevator is available in LH building, McMullen Hall and in the GBC Library.
APPEAL PROTOCOL

1. If a student believes he/she was denied equal access, the student must inform the Director of Disability Support in writing consisting of a single concise document, about the concern or problem, within 30 days of the alleged infraction.
2. The Director of Disability Support will investigate the allegation to determine if equal access was denied within 30 days of receiving the complaint.
3. The Director of Disability Support will serve as the student's advocate to resolve the problem/situation.
4. If resolution cannot be reached, the Director of Disability Support will file a report with the Vice President of Student Services. The VPSS will review the facts and consult with the appropriate college departments, administration, and faculty. Recommendations will then be made with the goal of resolving the conflict.
5. If the above steps do not bring about a satisfactory resolution, the individual may contact the Affirmative Action Officer of GBC and follow the established procedures of that office.

Contact Information for Julie G. Byrnes:

Contact Information:
Great Basin College
Attention: Julie G. Byrnes
1500 College Parkway
Elko, Nevada 89801
Email: julie.byrnes@gbnv.edu
Phone: 775.753.2271
Fax: 775.753.2311

GRIEVANCES

Students who request accommodations through the Disability Services Office 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 Regents' Policies, Title 4, Ch. 8, Sec. 5.

RESOURCES AND REFERENCES

GBC Offices at Elko, Ely, Pahrump, and Winnemucca

Director of Disability Support: 775.753.2271
Director, Battle Mountain Satellite Center: 775.635.2318
Admission Advising and Career Center, Berg Hall, Elko: 775.753.2168
Director, Ely Center: 775.289.3589
Director, Winnemucca Center: 775.623.1804
Ely Center: 775.289.3589
Pahrump Valley Center: 775.737.2900
Student Employment, Berg Hall, Elko: 775.753.2255
Student Financial Services, Ely: 775.753.2399
Vice President for Student Services, Berg Hall, Elko: 775.753.2282
Winnemucca Center: 775.623.4824

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.

Rev 2/10/14