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 Office of Services for Students with Disabilities, Leonard Center for Student Life, 775.731.2271.

The Application Form — Students of Great Basin College are given the option of requesting information concerning services for students with 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, and for arranging accommodations for placement tests, orientations, tutors and the like. Last minute requests for accommodations such as 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, either financially or administratively. Students requesting accommodations should make their requests as early as possible to the Office of Services for Students with Disabilities. The Director of Disability Support Services will meet with the student to develop an appropriate accommodation plan. Forms to request accommodations may be obtained from the Office of Services for Students with Disabilities, Leonard Center for Student Life.

Academic Modifications — GBC 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, either financially or administratively. Students requesting accommodations should make their requests as early as possible to the Office of Services for Students with Disabilities. The Director of Disability Support Services will meet with the student to develop an appropriate accommodation plan. Forms to request accommodations may be obtained from the Office of Services for Students with Disabilities, Leonard Center for Student Life.

Academic Modifications — Academic accommodations 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 performance standards. College is stressful and students with disabilities justifying accommodations such as exam modification, have the obligation to request accommodations before academic failure.

Requests for academic modifications should be made to the Office of Services for Students with Disabilities. 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. Depending on the nature of the disability, new or updated documentation may be required from semester to semester.

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

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

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

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 by calling the Student Employment Office in Berg Hall in Elko. In Ely and Winnemucca, appointments can be made to see a counselor through the main office.

These Student Employment offices are also available through GBC. It is located in Elko in Berg Hall. Personal counseling is available through a joint agreement between GBC, UNR, and Communities In Schools. To inquire about counseling services at no cost to GBC students, call 775.731.2271.

Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. For inquiries, 775.738.8493.
APPEAL PROTOCOL

1. If a student believes he/she was denied equal access, the student must inform the Director of Services for Students with Disabilities in writing consisting of a single concise document, about the concern or problem, within 30 days of the alleged infraction.

2. The Director of Services for Students with Disabilities will investigate the allegation to determine if equal access was denied within 30 days of receiving the complaint.

3. The Director of Services for Students with Disabilities will serve as the student’s advocate to resolve the problem/situation.

4. If resolution cannot be reached, the Director of Services for Students with Disabilities will file a report with the Vice President of Student Services. The VPSS will review the facts of the allegation 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:
Great Basin College  Email: julie.byrrnes@gbcnv.edu
Attention: Julie G. Byrnes  Phone: 775.753.2271
1500 College Parkway  Fax: 775.753.2311
Elko, Nevada 89801

GRIEVANCES

Students who request accommodations through the Office of Services for Students with Disabilities 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, Pahrump, and Winnemucca

Director of Disability Support Services ........................................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
GBC Library, McMullen Hall, Elko ...............................................775.753.2222
Pahrump Valley Center ...............................................................775.727.2000
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 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 1/24/13