

## Possible Types of Disabilities

- Blindness and visual impairment
- Deafness and difficulty hearing (ranging from slight hearing loss to total deafness)
- Mobility impairments ( a broad term indicating partial or complete loss of the function of a bodily part)
- Learning disabilities
- Attention Deficit/Hyperactivity Disorder
- Certain medical conditions or chronic health conditions (including seizure disorders, acquired brain injuries, diabetes, HIV/AIDS, cerebral palsy, and muscular dystrophy)
- Psychiatric disorders (diagnoses may include depression, manic depression, schizophrenia, post-traumatic stress disorder, multiple personality disorder, and borderline personality disorder).

## Accommodations may include...

- Extended time on tests and short-term/daily assignments
- Quiet/low distraction setting for tests
- Make-up work created by absences due to documented medical disability
- Interpreters/Aides/Note takers
- Auxiliary aids and other assistive technology.

*\*Accommodations for the ASSET Placement Test must be arranged, in advance, through the Disability Services office.*

## Resources

**Office of Civil Rights**  
U.S. Dept. of Education  
Phone: 800-421-3481  
[www.OCR.DC@ed.gov](http://www.OCR.DC@ed.gov)

**U.S. Dept. of Justice ADA Home Page**  
[www.usdoj.gov/crt/ada](http://www.usdoj.gov/crt/ada)

**Association on Higher Education and Disability (AHEAD)**  
[www.ahead.org](http://www.ahead.org)

**NC Div. of Vocational Rehab. Services**  
Phone: 252-331-4768  
[www.dvr.dhhs.state.nc.us](http://www.dvr.dhhs.state.nc.us)

**NC Division of Services for the Blind**  
Phone: 919-733-9700  
[www.dhhs.state.nc.us/dsb](http://www.dhhs.state.nc.us/dsb)

**Regional Disability and Business Technical Assistance Centers (DBTACS)**  
Phone: 800-949-4232  
[www.sedbtac.org](http://www.sedbtac.org)

**Books on tape, cd-rom, e-text**  
[www.rfbd.org](http://www.rfbd.org)  
[www.gutenberg.org](http://www.gutenberg.org)  
[www.bookshare.org](http://www.bookshare.org)

**Screen Reader Software**  
[www.nextup.com](http://www.nextup.com) (TextAloud 2.0)  
[www.zabaware.com](http://www.zabaware.com) (UltraHal Text-to-Speech Reader)  
[www.assistivetechologies.com](http://www.assistivetechologies.com) (ScreenReader4)

College of The Albemarle is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; Telephone Number (404) 679-4501) to award associate degrees.

COA does not discriminate against any person on grounds of race, national origin, color, religion, gender, disability, age or political affiliation.

# Disability Services



Judy Gordon, Coordinator  
252-335-0821, Ext. 2277  
[jagordon@albemarle.edu](mailto:jagordon@albemarle.edu)

[www.albemarle.edu](http://www.albemarle.edu)

## Disability Services

College of The Albemarle and all employees shall operate programs, activities, and services to ensure that no otherwise qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability. Disability Services provides services that assist students to reach their academic goals. To be eligible for support services, students must provide professional medical/psychological documentation of their disabilities, including associated, functional limitations, to the Disability Services staff. If classroom adaptations, interpreters, or academic aides are necessary to participate in class, advanced notice of 4 weeks is required to coordinate such services.

## Disability Laws

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs, public and private, that receive federal financial assistance.

The Americans with Disabilities Act of 1990 prohibits discrimination solely on the basis of disability in employment, public services, and accommodations. The person must be otherwise qualified for the program, service, or job.

An individual with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits one or more life activities; (2) has a record of such an impairment; or (3) is regarded as having such impairment.

The purpose of College of The Albemarle is to provide accessible education, training, and retraining for better jobs and better lives in Northeastern North Carolina.

## Student Responsibilities

- 1) After a student is admitted to College of The Albemarle, the student must request accommodations by completing an application for Disability Services and submitting it to the Disability Services Coordinator.
- 2) The Student must provide up-to-date documentation by a qualified professional that specifically states the student's diagnosis, how the disability will affect the student in an academic setting, and suggestions on what accommodations may be needed.
- 3) Once appropriate documentation of the disability has been evaluated, the student and the Disability Services Coordinator meet and determine what accommodations are necessary for equal access for the student. The Disability Services Coordinator will refer the student for services as needed.
- 4) The student will notify each of his/her instructors of reasonable accommodations by giving them a copy of the Educational Accommodations Notice.
- 5) When applicable, the student will remind the instructor, in advance, of required accommodations (e.g., extended time, note taker, special seating, low distraction setting for exams, etc.)

**Students with disabilities are expected to maintain the same responsibility for their education as other students. This includes meeting class standards, attending class, maintaining appropriate behavior, and providing notification of any special needs. It is the student's responsibility to utilize available services.**

## Disability Services Documentation Standards

As appropriate to the disability, documentation should include:

A current diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.

A description of the diagnostic criteria and/or diagnostic test used.

A description of the current functional impact of the disability.

Treatments, medications, assistive devices/ services currently prescribed or in use.

A description of the expected progression or stability of the impact of the disability over time.

The credentials of the diagnosing professional(s).

Recommendations from professionals with a history of working with the individual regarding appropriate accommodations, adaptive services, assistive services, compensatory strategies and/or collateral support services will be considered.

### COA Edenton-Chowan Campus

824 North Oakum Street, Edenton, NC 27932  
Phone: (252) 482-7900

### COA Elizabeth City Campus

1208 North Road Street, Elizabeth City, NC 27906  
Phone: (252) 335-0821, Ext. 2290

### COA Dare County Campus

132 Russell Twiford Rd., Manteo, NC 27954  
Phone: (252) 473-2264