

Danville Area Community College
Disability Services Department Cannon Hall
(217) 443-8809 TTY (217) 443-8701
Handbook for Students with a Disability

Disability Services Handbook

Updated August 2018

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INTRODUCTION

It is the policy of Danville Area Community College to provide an accessible campus, both in terms of the physical plant and programs. The College will comply with all requirements set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and all regulations implementing these Acts.

This handbook has been developed as a resource for students with disabilities. It contains information regarding the process for accessing accommodations at Danville Area Community College.

CONTACT INFORMATION

Three offices on the DACC campus work together to address accessibility issues:

Mike Cunningham, Director of Administrative Services reviews and coordinates physical plant modifications to ensure the accessibility of campus for all students, employees, and visitors with disabilities who wish to access the College's programs and services. Mike Cunningham may be contacted by phone at 443-8831.

Jill Cranmore, Director of Human Resources (Affirmative Action Officer and Section 504/ADA Compliance Officer) is responsible for addressing concerns of students, staff, and the public regarding compliance and accessibility. Jill Cranmore may be contacted by phone at 443-8756.

Lisa Rudolph and Sadie Edwards, Disability Services, reviews eligibility documentation and coordinates academic auxiliary aids and other accommodations services for eligible students with disabilities. They may be contacted by phone at 443-8708 or by email at lrudolph@dacc.edu.

Stacy Ehmen, Dean of Student Services, is responsible for ensuring the appropriate student services needed and for addressing concerns of students and the public regarding services provided. Stacy Ehmen may be contacted by phone at (271)443-8746 or by email at stacy@dacc.edu.

An inclusive campus climate is promoted by fostering an understanding of the effects of disabilities and by working to eliminate the physical, technical, and attitudinal barriers that limit the range of opportunities for students with disabilities.

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BUILDING ACCESSIBILITY

Offices and services provided in building: Conference Rooms, Corporate & Community Education courses, Culinary Arts, and the Theater.

Cannon Hall (CH on Campus Map)

Cannon Hall has two floors open to students and the public. The north-facing, main entrance has a stairway or ramp and the door has an automatic/handicap door button. The south-facing entrance from the quad only has a stairway entrance. Students may access the second floor by using the elevator in Lincoln Hall. Restrooms are available on both floors.

Offices and services provided in building: General Tutoring, Institutional Effectiveness Office, TRIO/Student Success Center, Testing & Academic Services Center, and Disability Services.

- **Disability Services:** Provides orientation, guidance, and assistance for students with disabilities. Disability Specialists also approve academic accommodations for courses and advocate for students. Assistive technologies such as computer screen readers, audio recorders, closed caption video, audio format books, and print/website information to audio technologies are also provided per student evaluations.

Child Development Center (CD on Campus Map)

The Child Development Center has one, ground floor open to customers, students, and the public. The public entrance requires guests to be identified and allowed into the building. Restrooms are provided in the building.

Clock Tower Center (CT on Campus Map)

Clock Tower has three floors open to students and the public. The building has 4 main entrances: 1) a north-facing entrance (on the quad) that has a stairway and ramp with an automatic/handicap door button; 2) a west-facing entrance (close to student parking lot) that has a stairway entrance; 3) a west-facing entrance to the south of the 2nd entrance, between Clock Tower and Bremer Center that has a ramp or stairs; 4) an east-facing entrance, just west of the Senior Citizen Housing. The south-facing entrance from the quad only has a stairway entrance. Students may access the lower level and second floor by using the elevator near the north-facing entrance. Restrooms are available on all floors. A gender neutral restroom is also provided in the Library (on first floor). Handicapped-accessible parking is available in between the north-facing and west-facing entrances, as well as the student parking lot to the west of the building.

Offices and services provided in building: Art / Ceramics / Painting, Instructional Media Center (Audio-Visual, Distance Learning), Liberal Arts, Library, computer lab in Library, Vermilion Room, and Writing Center

Lincoln Hall (LH on Campus Map)

Lincoln Hall has 4 floors open to students and the public and it is connected to Vermilion Hall, Cannon Hall, and Prairie Hall. The building has 3 main entrances: 1) a south-facing entrance (from the quad) that has stairway or ramp and the door has an automatic/handicap door button; 2) a west-facing entrance with a stairway; 3) an east-facing entrance with a stairway or ramp and the door has an automatic/handicap door button. All levels are accessible by the elevator located in the north end of building.

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Offices and services provided in building:

- Lower Level: Bookstore, Campus Security, Graphics, Shipping & Receiving, and gender neutral restrooms
- 1st Floor: Advisement & Counseling, Career Services, Dean of Student Services, Chief Diversity Office, College Express, Business Division classrooms, Student Union/Subway, meeting rooms, and restrooms
- 2nd Floor: Business Division classrooms, Middle College Classrooms, Open Computer Lab (Room 204), restrooms
- 3rd Floor: meeting rooms, restrooms

Mary Miller Center (MM on Campus Map)

Mary Miller has 3 floors open to students and the public. It is a separate building, just east of the VA drive. Three parking lots surround the building, one to the west, one to the northwest, and the other directly north. The parking lot to the west is paved and has handicapped-accessible parking spaces. The building has 6 main entrances that do not require use of stairs or a ramp: 1) and 2) are west-facing entrance doors with automatic/handicap door buttons; 3) a southeast facing door; 4) a west-facing entrance way on the north end of the building with automatic/ handicap door button; 5) an east-facing entrance toward the north end of the building; and 6) an east-facing entrance toward the middle of the building with an automatic/handicap-accessible door button. All levels are accessible by the elevator located in the northwest end of building or stairwells on the east and west ends of the building. Restrooms are available on each level.

Offices and services provided in building: Math, Science, and Health Professions classrooms and laboratories, MASS (Math & Science Solutions) Tutoring Center, Fitness Center, Weight Room, Racquetball Court, Gymnasium, computer labs, Dean's Office, meeting room, locker room, Athletic Department, study areas, and gender neutral restroom (near the Athletic Offices).

Ornamental Horticulture Building (OH on Campus Map)

The OH building is a one story building. The main entrance is on the north end and faces the west. The main entrance has an automatic/handicap-accessible door button. A secondary entrance to the Greenhouse is located on the south end of the building.

Offices and services provided in building: Floriculture and Horticulture classrooms, Greenhouse, restrooms

Prairie Hall (PH on Campus Map)

Prairie Hall has 2 floors open to students and the public and it is connected to Lincoln Hall. The building has 2 main entrances: 1) a north-facing entrance that has stairway or ramp and the door has an automatic/handicap door button; and 2) a south-facing entrance with a stairway. The south entrance (off the quad) is closest to the student parking lot on the west-side of the campus. Students who need a ramp may use the south-facing entrance of Lincoln Hall (off the quad) which also has an automatic/handicap door button. All levels are accessible by the elevator located in the north end of Lincoln Hall and a stairwell in the center of the building.

Offices and services provided in building:

- Lower Level: Bookstore, Campus Security, Graphics, Shipping & Receiving, and gender neutral restrooms

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- 1st Floor: Advisement & Counseling, Career Services, Dean of Student Services, Chief Diversity Office, College Express, Business Division classrooms, Student Union/Subway, meeting rooms, and restrooms
- 2nd Floor: Business Division classrooms, Middle College Classrooms, Open Computer Lab (Room 204), restrooms
- 3rd Floor: meeting rooms, restrooms

Offices and services provided in building: Adult & Basic Education (High School Equivalency classes, Literacy classes, Certified Nurse Assistant classes, English as a Second Language classes), Middle College, American job Center, and Online Learning Services.

Technology Center (TC on Campus Map)

The Technology Center is a stand-alone building on the north end of campus. It has one, ground floor open to students and the public. A large student parking lot is located to the north of the building and has handicapped-accessible parking spaces. It has 4 main entrances with two on the north end and two on the south end. All doors have automatic/handicap door buttons. Restrooms are available in the building as well as a gender neutral restroom.

Offices and services provided in the building: Classrooms for Drafting/Cad, Electronics, Information Systems, Manufacturing, Tractor Trailer, Welding, and Wind Technology, a Business & Technology Tutoring Center, computer labs, a lounge/vending area, and the College's Industrial Training Center.

Vermilion Hall/Administration Building (VH on Campus Map)

Vermilion Hall has 3 floors open to students and the public and it is connected to Lincoln Hall. The building has 1 main entrance on the north end of the building. Stairs and a ramp are provided at this entrance. The door also has an automatic/handicap door button. All levels are accessible by the elevator located in the north end of Lincoln Hall. Restrooms for the first and second level are located in Lincoln Hall. Restrooms for the third floor are located in Vermilion Hall.

Offices and services provided in building:

- 1st Floor: Information Office, Admissions & Records, Financial Aid, Cashier, Business Office
- 2nd Floor: President's Office, Executive Vice President of Instruction & Student Services' Office, Foundation, Marketing & College Relations, and Human Resources
- 3rd Floor: meeting rooms, restrooms

Off Campus Sites:

- Community Education, Village Mall, 2917 N. Vermilion St, Danville, IL
- DACC Hoopeston Higher Learning Center, 847 E. Orange St., Danville, IL
- Vermilion County Works, 407 N. Franklin St., Danville, IL

General Building Notes:

- Most buildings have restrooms on all public floors.
- All buildings have Wireless Internet (WiFi) access available.

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- Several gender neutral restrooms have also been designated in the following buildings: Lincoln Hall (lower level), Clock Tower Library, Technology Center (northeast corner), and the Mary Miller Center (near Athletic Director’s office on first floor).
- Lactation Rooms are also available to students/guests as needed. Rooms can be reserved through the Vice President of Instruction and Student Services’ office at 217-443-8770.

PURPOSE OF THIS HANDBOOK

This handbook is designed to assist students by providing recognized procedures for assuring students with disabilities equal access to the educational opportunities and programming at DACC. THIS MANUAL IS NOT A CONTRACT. Rather, it serves as a guideline to be used by students to access accommodations.

Determining if You are a Qualified Individual with a Disability

Seeking accommodations for a disability is a collaborative process. The student requests accommodations for his/her disability. Next, the student schedules and attends an interview with the Disabilities Department in Cannon Hall, room 109. At the interview, the student will describe his/her condition. Understanding the impact of the condition is important to determine if the student meets the definition of an individual with a disability.

Being a “qualified”/ “otherwise qualified” student includes being able to comply with the school’s conduct code, if necessary with the assistance of reasonable accommodations. “Reasonable accommodations” do not include being allowed to engage in behavior that violates the school’s conduct code.

Definition of Disability

Under the ADA and Section 504, a person is an individual with a disability if he or she has a physical or mental impairment that substantially limits one of more major life activities.

Describe the impact of your condition

The following questions will help you to describe your condition, its impacts and your needs. Review them with your transition team, counselor, parents, and others who can help you anticipate the accommodations and services you will need at college. It is helpful to think about how your condition has impacted you in various situations in the past; then to consider how it is likely to impact the typical activities you can expect to encounter at college. You may want to pay particular attention to the following contexts:

1. Classes (lectures, laboratory, physical activity, web based);
2. Assignments (reading, writing, calculating, keyboarding);
3. Communication (speaking, listening, using phones, using e-mail);
4. Evaluation (tests, papers, oral reports group presentations/projects);

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5. Time Constraints (timed tests);
6. Attendance (class, laboratory, required activities)
7. Campus (mobility; orientation/navigation, transportation);
8. Co-Curricular (clubs, organizations, events, athletics)

Determining the Need for Auxiliary Aids and Services

The collaborative process continues in determining need for auxiliary aids and services and the auxiliary aids and services that are reasonable. Be prepared to describe the auxiliary aids and services you used in the past and provide documentation of disability and need for accommodations.

Guidelines Documentation

- Documentation must be completed by a qualified professional
- The documentation includes a diagnosis and current level of functioning
- The documentation includes current, past, and/or recommended auxiliary aids and services

Fundamental Goals of a Curriculum

Faculty have the right to reject accommodations that undercut a course's fundamental goals. Faculty may also choose between equally effective accommodations, if, one is less intrusive to the course goals. A student's request for an accommodation that would alter the curriculum or a course's fundamental goals is considered an unreasonable request. Working with your college instructors will be important so that you can select between possible accommodation strategies that will provide you with the maximum opportunity for both learning and demonstrating mastery.

Grievance Policy

Internal Process

This process was established to comply with the ADA/Section 504 mandate to "provide for prompt and equitable resolution of complaints alleging any action that would be prohibited." If a student does not agree with a recommended accommodation, or has been denied accommodation(s), the student may file a complaint through the Office of Accommodations Complaint Process. A faculty or staff member who does not agree with an accommodation recommended for a student may also utilize this process. A faculty or staff-initiated complaint may not delay the implementation of an accommodation which Office of Accommodations believes to be in compliance with ADA.

Any individual needing accommodation to participate in this complaint process should contact the Student Success Center

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1. If informal discussions with DACC personnel have not resolved the issue, the individual shall submit a written or recorded complaint to the Dean of Student Services or his/her designee, within ten (10) working days of the event(s) that triggered the complaint.
2. The Dean of Student Services or his/her designee shall meet with the individual within ten (10) working days of the receipt of the complaint to reach a resolution informally.
3. If an informal resolution cannot be reached the Dean of Student Services will appoint an ad hoc committee to investigate the complaint. This committee will be chaired by the Dean or his/her designee. The investigation will proceed promptly.
4. Within five (5) working days following the conclusion of the investigation, the chair of the ad hoc committee will provide its recommendation to the Vice President of Instruction and Student Services.
5. Within fifteen (15) working days of the receipt of the recommendations from the committee, the Vice President of Instruction will make a decision regarding the complaint and provide a written notice of the decision to all parties involved.

External Process

Grievances may be resolved on an informal basis or on a formal basis. **Every attempt will be made to resolve all grievances internally at the point of origin in a timely manner.** Although students with disabilities are encouraged to attempt to resolve a grievance within the campus process, they have the right to file any grievance directly with the Office of Civil Rights at:

Office of Civil Rights
U.S. Dept. of Health & Human Services
233 N. Michigan Ave, Suite 240
Chicago, IL 60601
Voice Phone 1-800-368-1019/TDD (312) 353-5693 FAX (312) 886-1807