

## DISABILITY ACCOMMODATIONS FAQ

### What counts as a disability?

A disability is defined as “a physical or mental impairment that substantially limits one or more major life activities.” CCAD recognizes that a disability can take many forms and that disabilities are often not apparent to others unless the person with the condition chooses to disclose it.

### What is an “accommodation,” and what are they for?

An accommodation is an adjustment or alteration to an educational environment or practice that allows a student with a disability to have equal access to the educational experience. Accommodations are not designed to give a student an advantage or make school “easier,” nor are they a guarantee of success.

### How do I get accommodations?

The process to identify and establish reasonable accommodations involves an intake interview with the reporting student, as well as a review of relevant documentation that will aid Learning Support in making appropriate determinations of accommodation needs.

- First, inform Learning Support that you may be requesting accommodations, allowing us to begin a preliminary review of potential accommodations based off the student’s personal experience with their disability.
- Next, submit documentation that meets the documentation guidelines listed on our website. Learning Support will confirm receipt via CCAD student email or via postal mail.
- Lastly, to finalize the accommodations, you must schedule an appointment with Learning Support to co-develop a reasonable accommodations plan. Making arrangements for this appointment is the student’s responsibility.

### When should I send the documentation?

You can submit documentation of a disability at any time. However, to ensure accommodations are finalized in time for the start of a semester, submit documentation at least two weeks before a semester starts.

### What accommodations can CCAD provide?

Decisions about accommodations are made on a case-by-case basis with the consultation of the student.

### How is this different from a high school IEP or 504 Plan?

Students will be engaged in an interactive process with the Learning Support Office to determine what, if any, accommodations are best. After that, students are responsible for informing their instructors each semester about their accommodations. Learning Support is available to help students navigate this process and to ensure application of approved accommodations..

### Contact Information for Documentation Submission and/or Questions:

Phone: 614.222.4044

Web: <http://www.ccad.edu/support-services>

Email: [learningsupport@ccad.edu](mailto:learningsupport@ccad.edu)

Fax: 614.437.7261

Mailing Address: Learning Support, 60 Cleveland Avenue Columbus, OH 43215