

Medgar Evers College
Office of Accessibility & Accommodations
Services



STUDENT HANDBOOK

Medgar Evers College

Office of Accessibility & Accommodations Services

Student Handbook

This handbook provides information about services, policies, and procedures for students receiving accessibility and accommodation services at Medgar Evers College.

Welcome

Welcome to the Office of Accessibility & Accommodations (OAA) at Medgar Evers College. Our office is committed to ensuring equal access to education for students with disabilities. We work collaboratively with students, faculty, and staff to create an inclusive and supportive learning environment.

Our goal is to support student success while promoting independence, self-advocacy, and academic achievement.

Our Mission

The Office of Accessibility & Accommodations supports the mission of Medgar Evers College by:

- Promoting equal access to educational opportunities
- Supporting student academic success
- Providing reasonable accommodations
- Encouraging student independence and self-advocacy
- Ensuring compliance with federal and state disability laws

Who We Serve

The Office of Accessibility & Accommodations serves students with:

- Learning Disabilities
- Physical Disabilities
- Chronic Medical Conditions
- Psychological Disabilities
- Visual Impairments
- Hearing Impairments
- Temporary Disabilities
- Other documented disabilities

Services and Accommodations

Students may be eligible for accommodations such as:

Academic Accommodations

- Extended testing time
- Reduced distraction testing environment
- Note-taking assistance
- Priority registration
- Alternative format textbooks
- Assistive technology

Classroom Accommodations

- Preferential seating
- Audio recording of lectures
- Captioned videos
- Flexible attendance (when appropriate)

Technology Support

- Screen reader software
- Speech-to-text software
- Adaptive equipment

Additional Support

- Coordination with faculty
- Academic support referrals
- Campus resource referrals

How to Request Accommodations

Follow these steps:

Step 1: Submit Request

- Students should contact the Office of Accessibility & Accommodations and complete an intake form. (CUNY Accommodate- https://cuny-accommodate.symplicity.com/public_accommodation/)

Step 2: Provide Documentation

Submit documentation from a qualified professional that includes:

- Diagnosis
- Functional limitations
- Recommended accommodations

Step 3: Meet with Accessibility Specialist

- Students will meet with staff to discuss accommodation needs.

Step 4: Accommodation Letter

- Students receive accommodation letters to share with faculty.

Student Responsibilities

Students receiving accommodations are responsible for:

- Requesting accommodations each semester
- Communicating with faculty
- Providing accommodation letters in a timely manner
- Meeting academic requirements
- Following college policies

Faculty Responsibilities

Faculty members are responsible for:

- Implementing approved accommodations
- Maintaining confidentiality
- Collaborating with Accessibility staff
- Supporting student success

Confidentiality

All disability-related information is confidential and maintained by the Office of Accessibility & Accommodations in accordance with:

- ADA (Americans with Disabilities Act)
- Section 504 of the Rehabilitation Act
- FERPA

Temporary Disabilities

Students experiencing temporary conditions such as:

- Surgery
- Injury
- Pregnancy-related conditions
- Medical emergencies

May qualify for temporary accommodations.

Students should contact the Office of Accessibility & Accommodations as soon as possible.

Appeal Process

If a student disagrees with an accommodation decision:

1. Contact the Office of Accessibility & Accommodations
2. Request a review of the decision
3. Submit additional documentation if available
4. If unresolved, students may follow college grievance procedures

Campus Resources

Students may also be referred to:

- Academic Advisement
- Counseling Services
- Tutoring Services
- Financial Aid
- Student Affairs
- Career Services

Student Rights

Students have the right to:

- Equal access to education
- Confidentiality
- Reasonable accommodations
- Fair and respectful treatment
- Appeal decisions

Student Responsibilities

Students are expected to:

- Communicate needs early
- Follow accommodation procedures
- Maintain academic standards
- Use accommodations appropriately For questions or additional support, please reach out to our Office of Accessibility & Accommodations Services:

Need Assistance?

For questions or additional support, please reach out to our Office of Accessibility & Accommodations Services:

Visit: 1650 Bedford Avenue, Brooklyn, New York 11225

Call: 732-860-8475

Email: Aphifer@mec.cuny.edu