

**MADISONVILLE COMMUNITY COLLEGE
DISTANCE LEARNING PROCEDURES FOR PROVIDING ACCOMMODATIONS**

PROCEDURES FOR STUDENTS

Madisonville Community College students enrolled in Distance Learning classes who require an accommodation must contact the Disability Resource Coordinator, Valerie Wolfe. She can be contacted at 270-824-1670 or by e-mail at Valerie.wolfe@kctcs.edu.

- Students must register with the Disability Resource Office and provide documentation of their disability and how it will impact them in the Distance Learning class.
- Documentation will be reviewed by the Disability Resource Coordinator. The coordinator and the student will discuss the impact the disability has on the class and the appropriate accommodations. Faculty, staff and outside professionals will be consulted if needed.
- The Disability Resource Coordinator will ensure that all documentation is kept confidential and shared with college personnel on a limited need-to-know basis.
- The Disability Resource Coordinator will contact the Disability Resource Coordinator at the campus delivering the course if it is not Madisonville Community College. The delivering campus is the campus where the faculty member teaching the class is employed.
- The Disability Resource Coordinator will contact the instructor(s) at the delivering college and outline the accommodations requested for the student and how they will be implemented. The Disability Resource Coordinator will work with the student, the instructors, and any other personnel necessary to resolve any issues that may arise.
- Students should contact the Disability Resource Coordinator at the home campus if accommodations are not provided in an effective manner or a timely way.
- Students with disabilities who believe they have been discriminated against on the basis of their disability may contact the EEO Coordinator, Scott Reynolds, at Madisonville Community College.

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PROCEDURES FOR FACULTY

FACULTY RESPONSIBILITIES

- Madisonville Community College faculty will make available the contact information for the Disability Resource Coordinator through the course syllabus or orientation information.
- Faculty will encourage students with disabilities to contact the Disability Coordinator at their home campus for assistance in requesting accommodations.
- Faculty, student and Disability Coordinator will discuss the accommodations and the implementation procedure.
- Faculty will contact Madisonville's Disability Resource Coordinator, Valerie Wolfe, if they have questions or concerns about requested accommodations.
- Faculty should contact Madisonville's Disability Resource Coordinator, Valerie Wolfe, anytime during the semester if the student appears not to be processing or using the accommodation appropriately. Madisonville's Disability Resource Coordinator will then contact the Disability Coordinator at the home campus if it is not MCC.