



FREQUENTLY ASKED QUESTIONS (FAQs)

About Accommodations at Ranken Technical College

General Information

Which office/department handles student accommodation(s)?

- [Student Success Department](#)
 - Student Success Department Hours:
 - 7:30 a.m. to 6 p.m. Monday – Thursday
 - 7:30 a.m. to 3:30 p.m. Friday
- Contact information:
 - Email: AcademicAccommodations@ranken.edu
 - Phone: (314) 286-4891

Documentation

What documentation do I need to get accommodations?

- Information from an independent third party that verifies a diagnosis, outlines your current symptoms, and can speak to the degree and extent to which those symptoms cause substantial limitations to your functioning in a college environment.
- Often the information is provided by a medical doctor, licensed school psychologist, licensed psychologist, clinical social worker, neuropsychologist, and/or psychiatrist.
- The information is typically in the form of a psychoeducational evaluation or a neuropsychological evaluation.
- Other types of reports, written by other individuals, may be appropriate depending on your individual circumstances.

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When should I submit my documentation?

- To have accommodation(s) in place at the start of the semester, all documentation should be provided to the **Student Success Department at least 30 days before** the start of the semester.
- Regardless of the accommodation(s) needed, working with the Student Success Department as early as possible helps to ensure a smooth transition.

Is my IEP or Section 504 plan sufficient documentation to support the existence of a disability and the need for an accommodation(s) at Ranken Technical College?

- Generally, no. Although an IEP or Section 504 plan may help identify services that have been used by a student in the past, they generally are not sufficient documentation to support the existence of a current disability and need for an academic accommodation from a postsecondary school like Ranken.

Why is there a difference between the services I received before and those received at Ranken Technical College?

- College accommodation(s) usually differ considerably from elementary and secondary school modifications. Colleges are not required by law to provide modified curriculum, different tests, reduced assignments, or personal assistance of any sort.

Interactive Process

How do I get accommodation(s)?

- The first step in determining eligibility for accommodations is to contact the Student Success Department in-person during office hours, by emailing AcademicAccommodations@ranken.edu, or by calling (314) 286-4891.
- Provide necessary documentation to the Student Success Department as discussed above.

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- Schedule a face-to-face meeting to discuss your request. This is referred to as “*the interactive process*.”
- During this meeting, be prepared to discuss your request, your history of accommodation(s), your current limitations, and their impact on your academic life.
- Following this face-to-face meeting, next steps will be determined. If not submitted earlier, you will be asked to share independent third-party documentation that supports your request for accommodation(s).
- Once all necessary documentation is received by the Student Success Department and the information shared by the student is reviewed, you will be notified via email about the accommodation(s) for which you are eligible.
- The Student Success Department will prepare and send emails to the instructors for the courses you wish to use your accommodation(s).
- You will also be required to send an email to your instructors with your approved accommodation(s) and ask to meet with them to discuss your accommodation(s).

What types of accommodation(s) are available?

Your accommodation(s) depends on your current symptoms, the extent to which those symptoms create a substantial limitation to a major life activity and the demands of the particular class. This is why a face-to-face meeting with the Student Success Department is the first step toward determining reasonable accommodation(s); your current life experiences are important in determining what you might be eligible for, and why. Accommodation(s) are determined on a case-by-case basis, for your particular situation.

The purpose of the accommodation(s) is to provide equal access and opportunity to students with disabilities, ensuring they can fully participate in the educational process and demonstrate their knowledge of the course content without interference from their disability.

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Reasonable accommodation(s) may include the elimination of physical barriers whenever possible, extended time on a test or assignment, being able to record a class and/or sign-language interpreting, just to name a few examples.

Can I request an accommodation directly from my instructor?

No, instructors have no obligation to provide any accommodation(s) to a student and may not provide any accommodation(s) without having received an email from the Student Success Department. All accommodation(s) must be approved by Student Success before the instructor is obligated or may provide any accommodation(s) to a student.

Do I have to pay for accommodation(s) at Ranken Technical College?

Students are not charged for academic accommodation(s) which are determined by the College to be necessary to ensure equal access for a student with disabilities. Students may be responsible for payment, however, if they receive certain accommodation(s) (such as an interpreter) for which the College is billed but fail to cancel those services when they are not needed, such as when a class is canceled, or the student is ill and does not go to class.

What if I have difficulty with my work during my program?

Your Success Counselor is available to you, to speak about any situation, academic or otherwise. Additionally, you may want to seek assistance from the Student Success Department, depending on the nature of your struggle.

What do I do if I received accommodation(s), but believe the instructor is not allowing me to use them?

If you believe, for any reason, the accommodation(s) you received are not provided and/or if you believe your privacy is compromised, please contact the Student Success Department immediately.



Does the Student Success Department provide an advocate for me?

No. At the post-secondary level you, as a student, must become a self-advocate and must be able to self-identify and discuss your disability and needs to work with the Student Success Department.

What role do my parent(s) have when I am a Ranken Technical College student?

Your parent(s) can help you understand the process and encourage you to reach out to the Student Success Department on your own and supply the needed information and documentation (which you may need their help to gather).

Do I need to sign a release for the Student Success Department to be able to speak to my parent(s)?

Yes. In a particular situation where you have given explicit written consent for the Student Success Department to speak with your parent, Student Success is happy to answer questions but will not reach out to your parents to keep them informed.