Dear Charter Oak Student:

Approximately 11% of all college students enrolled in a 2-year or 4-year program reported that they have a disability (2007-08 study, published by the National Center for Education Statistics).  Of those students who reported a disability, 27% were over the age of 30 years old. Disclosing a disability is a very personal choice, but it is important to make an informed choice.  According to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, every student is entitled to equal access to the college’s course content, resources, services, and activities.

Students who report that they have a disability or medical condition are not confined to any one particular socioeconomic or cultural background.  Whether a recent high school graduate, working parent, military veteran, or well-established professional, when a disability or medical condition impacts your academic performance, you have the right to receive reasonable accommodations.  Course instructors are becoming increasingly more aware of how learning differences or medical conditions may impact a student’s academic performance and invite all students to fully engage in the academic environment.

The following is a list of challenges and disabilities for which many college students receive accommodations or services.

* Specific Learning Disability (for example, Math, Writing, etc.)
* ADD/ADHD
* Visual impairment
* Hearing impairment
* Autism Spectrum Disorders
* Nonverbal Learning Disorder
* Post-Traumatic Stress Disorder
* Psychiatric disorders, such as Anxiety or Depression
* Temporary or chronic medical conditions

The following is a list of common accommodations for college students.

* Extended time on tests
* Extended time for larger assignments
* Audio/visual media or assistive devices
* Tutoring
* Transcripts or Closed Captioning
* Academic Coaching (support with interpreting assignment instructions, planning, etc.)
* Test readers
* Extended time on Standardized Tests (refer to the [ETS website](https://www.ets.org/disabilities/documentation/) for documentation guidelines).

**In order to receive approval for accommodations, students must provide required documentation.** Charter Oak State College uses the [guidelines as endorsed by CT AHEAD (Association for Higher Education and Disability).](http://www.ahead.org/learn/resources/documentation-guidance) If you seek more information about the guidelines for meeting documentation requirements, please explore this resource for guidance. You will find the required forms, along with other resources and information on the [Office of Disability Services](http://www.charteroak.edu/current/services/disability.cfm) webpage.

**The Office of Disability Services is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential as required or permitted by law.**

If you have any questions about requesting academic accommodations, please contact the Office of Disability Services at (860) 515-3846 of [ODS@charteroak.edu](mailto:ODS@charteroak.edu).

Sincerely,

**Andrea Hojnacki, M.A.**

Disabilities Specialist

Office of Disability Services

Charter Oak State College

55 Paul J. Manafort Drive

New Britain, CT 06053-2150

[ODS@charteroak.edu](mailto:ODS@charteroak.edu)

Phone: (860) 515-3846

Fax: (860) 606-9673

Visit our website: [www.CharterOak.edu](http://www.charteroak.edu/)

Become a fan on Facebook: [http://CharterOak.edu/facebook](http://charteroak.edu/facebook)

Follow our updates on Twitter: <http://twitter.com/CharterOak>

