

West Kentucky Community & Technical College
ADA ACCOMMODATIONS POLICY

The Office of Disability Services will work with students to determine if accommodations are appropriate and to assist them in obtaining equal access to education while at West Kentucky Community & Technical College. All requests for accommodations should be directed to Mrs. Shelia Highfil, Manager/Coordinator of Disability Services, at 270-534-3406 or shelia.highfil@kctcs.edu. The WKCTC Disability Services Office is located in the Anderson Technical Building between Admissions and Adult Education, in Room 100. Appointments are recommended due to the volume of students being served.

Once documentation has been reviewed and accommodations are approved, an accommodation request form (ARF) will be prepared for instructors for each appropriate class. A student can discuss accommodation needs with his/her course instructor only after the instructor has been sent the ARF. **You must meet with the Manager of Disability Services each semester to request accommodations.**

For Online Learning- Students with documented disabilities requiring individualized accommodations should contact the Disability Resource Coordinator at their Home College. Once the student has contacted the Disability Resource Coordinator at the Home College, that Coordinator will communicate with the student's instructors and/or the Disability Resource Coordinator at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student.

*Students with disabilities who need help evacuating the building in the event of an emergency should contact Disability Services even if they are not requesting accommodations. Please see WKCTC's website for more information.

http://westkentucky.kctcs.edu/en/Student_Life/Disability_Services.aspx .

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WKCTC is an equal educational and employment opportunity institution.



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM