

## OUR MISSION

The Office of Disability Services leads Polk State College in the creation of inclusive learning and working environments. This includes facilitates access, discourse, and involvement through innovative services, programs, and partnerships. Polk State believes that students with disabilities are an integral part of a diverse student body and is proud to have them on campus. The Office of Disability Services will serve as the campus leader in providing a college environment that is accessible, usable, equitable, sustainable, and inclusive of all students, faculty, and staff. It provides such through partnerships with and collaboration between students, faculty, and administration to provide students with an educational environment that is barrier-free. The Office of Disability Services works to eliminate barriers by finding good solutions or implementing reasonable accommodations.

## NON-DISCRIMINATION STATEMENT

Polk State College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment. For information about the College's equal access and equal opportunity policies and procedures, or to file a complaint, please contact the Title IX Coordinator, 3425 Winter Lake Road, Lakeland, FL 33803, 863.669.2903, [compliance@polk.edu](mailto:compliance@polk.edu). For additional information, visit [polk.edu/compliance](http://polk.edu/compliance).

### Title IX Coordinator

Mr. Melvin Thompson  
863.669.2903  
Lakeland Campus LAC 1239B  
[mthompson@polk.edu](mailto:mthompson@polk.edu)

## CONTACT INFORMATION

KIMBERLY PEARSALL  
*Director of Disability and Counseling Services*  
863.669.2309  
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## ADDITIONAL CONTACTS

DIONNE FORMEY  
*Coordinator of Disability and Counseling Services  
(ADA Coordinator)*  
863.292.3759  
[dformey@polk.edu](mailto:dformey@polk.edu)

*Visit us online for more information!*  
[polk.edu/disability-services](http://polk.edu/disability-services)

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**Office of  
Disability  
Services**



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## WELCOME TO THE OFFICE OF DISABILITY SERVICES

The Office of Disability Services is designated by the College to provide access to classes, programs, and activities for disabled individuals. It strives to increase access on campus and enhance the overall college experience.

### TRANSITION INTO COLLEGE

Students must disclose their disability to the Office of Disability Services in order to receive accommodations and services. Students are responsible for obtaining and providing documentation that verifies their disability.

### DOCUMENTATION GUIDELINES

Documentation must be current (within 3 years) and must include the following:

- Exact diagnosis of the disability
- Degree of current function loss
- Limitations of the disability and its effect on the student's ability to learn
- A recommendation for the types of accommodations needed
- If medications are taken, these should be clearly stated, as well as any potential side effects the medications may cause



### HOW TO REQUEST ACCOMMODATIONS

**Step 1:** Contact the Office of Disability Services to review your request. Bring, or submit by email, any documentation regarding your disability that will be helpful.

**Step 2:** Complete the Identification and Disclosure Form.

**Step 3:** Describe your challenges and past accommodations that have been beneficial in the academic setting. The staff will let you know if further documentation is required.

**Step 4:** Once all documentation has been submitted and reviewed, accommodations will be approved in a timely manner, generally within 3-5 business days. You will receive a welcome letter containing your approved accommodations via your Polk State email.

**Step 5:** Staff will notify instructors by email with a list of accommodations.

**Note:** Students are encouraged to facilitate a conversation with their instructors regarding their accommodations at the beginning of each term.

### COMMON SERVICES AND ACCOMMODATIONS

- Priority registration
- Meetings with disability services advisors to determine services, appropriate accommodations, and referrals to other campus programs and resources
- Faculty notification letters
- Note-taker services
- Readers and scribes for exams
- Alternative formats for printed material
- Accessible classroom furniture
- Auxiliary aids and services
- Assistive technology resources
- Extended testing time
- Distraction-reduced testing areas
- Course substitution

