

OUR MISSION

The Office of Disability Services leads the College in the creation of inclusive learning and working environments, and facilitates access, discourse, and involvement through innovative services, programs and partnerships. Polk State College believes that students with disabilities are an integral part of diversity and welcomes them to our campus. The Office of Disability Services will serve as the leader in providing a college environment that is accessible, usable, equitable, sustainable and inclusive of all students, faculty and staff. We will provide this through partnerships with, and collaboration between, students, faculty and administration, in order to provide students with an educational environment that is barrier-free. However, if you encounter academic or physical barriers on campus, the Office of Disability Services staff is available to partner with you in finding good solutions or to implement reasonable accommodations.

EQUAL ACCESS/EQUAL OPPORTUNITY

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Valparisa Baker
Director, Equity & Diversity
(Title IX Coordinator)
999 Avenue H NE
Winter Haven, FL 33881-4299
Office: WAD 227
863.292.3602 Ext. 5378
vbaker@polk.edu

CONTACT INFORMATION

KIMBERLY PEARSALL
Director of Disability and Counseling Services,
ADA Coordinator
Polk State Lakeland Campus – LTB 1273
863.669.2309
kpearsal@polk.edu

ADDITIONAL CONTACTS

Office of the *Associate Dean,*
Student Services – Winter Haven
Polk State Winter Haven Campus – WAD 176
863.669.2305

Office of the *Associate Dean,*
Student Services – Lakeland
Polk State Lakeland Campus – LTB 1287
863.669.2823

Visit us online for more information!
polk.edu/disability-services



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20170313



We are Polk.

WELCOME TO THE OFFICE OF DISABILITY SERVICES

The Office of Disability Services is the department designated by the College to provide access to classes, programs and activities for disabled individuals. We strive to increase access on campus and enhance your 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 Director of Disability Services to review your request. Bring any documentation regarding your disability that you think will be helpful in an effort to expedite the process.

Step 2: Complete the Disability Accommodations Form to identify accommodations that will help with your academic success.

Step 3: Discuss with the Director your experiences with your disability and what accommodations you have used in the past that have been beneficial to you in the academic setting. The Director 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 College email.

Step 5: The Director will notify instructors of your accommodations via Polk State email or through interoffice college mail.

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
- Tutoring
- Alternative formats for printed material
- Accessible classroom furniture
- Auxiliary aids and services
- Assistive technology resources
- Extended testing time
- Distraction-reduced testing areas
- Course substitution

