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**POLICY MANUAL**

**DISABILITY SERVICES**

**EAST GEORGIA STATE COLLEGE**

East Georgia State College. . . Education With a Personal Touch  
An Equal Opportunity/ Affirmative Action Institution

## **Foreword**

Purpose: Our purpose is to provide opportunities to improve the educational experience for students with disabilities by promoting an equal educational opportunity for those qualified students.

## **Mission Statement**

The Disability Services Department at East Georgia State College, a division of Student Affairs, is committed to providing an equal opportunity for all qualified students with disabilities. The Disability Services Department staff is responsible for coordinating services for students with disabilities at East Georgia State College.

Accommodations and services comply with Section 504 of the 1973 Rehabilitation Act, the ADA (Americans with Disabilities Amendments Act of 2008), and the policies of the Board of Regents of the University System of Georgia.

Accommodations assist intelligent and motivated students in overcoming disabilities that could otherwise prevent them from academic and career success. Student disabilities may include learning, physical, and psychological disorders that can have an impact on a student's reading, writing, concentration, and comprehension speed.

Accommodations are academic adaptations that do not compromise academic standards or the mastery of essential course elements, but provide students with disabilities an equal opportunity to succeed. Accommodations provide equal access to facilities (moving a class from an inaccessible location to an accessible location) and information (academic accommodations).

Academic accommodations include services such as note takers, tape recording lectures, textbooks in electronic text format, or Scan and Read technology. These services are designed to use the student's academic skills to overcome deficits created by their disability.

### About This Manual:

This policy manual was created on August 22, 2007, and last revised on February 4, 2013. This manual is designed to explain some of the services available through the Disability Services Office; however, this manual is not all inclusive. When revisions are made to this manual, corrected pages may be removed and replaced with the most current information.

This document will be on file with the Counseling/Disability Services Office. To receive this document in an alternative format, please contact the director of Counseling and Disability Services at (478) 289-2039.

This document is also available on the East Georgia State College home page. You can access it by clicking on a link on the Counseling Center page.

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## **SECTION A PROGRAM ACCESSIBILITY**

The Disability Services Office is administered through Student Affairs at East Georgia State College (EGSC). The purpose of this office is to assist students with disabilities in gaining equal access to all college programs. Students with disabilities should report any physical or academic accessibility problems to the Disability Services Office.

New students with disabilities entering East Georgia State College can access Disability Services by completing and returning the Voluntary Declaration of Disability form to our Admissions Office or by contacting the director (in Swainsboro) or counselor (in Statesboro). This form can be obtained by calling either of our offices. When the Disability Services Office receives this form, or is contacted by the student/student representative, the student will be contacted and eligibility for services will be explored.

Students currently enrolled at EGSC reporting academic problems may also seek services by contacting either our director of Counseling and Disability Services (in Swainsboro) or our Statesboro counselor (in Statesboro). An intake interview will be scheduled and eligibility for services explored.

The Disability Services Office may be accessed by phone (478) 289-2039 (Swainsboro) or (912) 623-2406 (Statesboro). The Swainsboro Office is located in Room B150 in the student center building. The Statesboro Center Office is located in Room H125 at 10449 US. Hwy 301 South Statesboro, Ga. 30458.

## **I. READMISSION AND STUDENT CODE OF CONDUCT**

Students excluded from an institution for misbehavior do not have an automatic right to return. A process may be in place for determining that students returning to school have a reasonable chance of success and do not pose a threat to their own safety or that of others. Behavior that is in violation of the EGSC student conduct code or in violation of an instructor's syllabus is not protected under law – even if the behavior is a direct result of the disability.

## **SECTION B PROCEDURES FOR RECEIVING SERVICES**

### **I. NEW STUDENTS**

Students contacting the Disability Services Office for the first time are seen on a "walk-in" basis or by scheduled appointment with the disability service provider (DSP)/counselor for an interview. The initial session generally involves:

1. An interview to determine if the student has documentation supporting a disability.

A. If the student has documentation obtained within a three year period prior to seeking services (or if the student was tested at age 18 or older):

1. DSP will provide student with Board of Regents (BOR) criteria and request a copy of their documentation.
2. Student will furnish DSP with a copy of their documentation.
3. DSP will review student's documentation for compliance with BOR Criteria. Part of this process may include an Outside Documentation Review by the Regents Center for Learning Disorders.
4. If submitted documentation meets BOR criteria, an accommodations contract will be developed with the student outlining the student's approved accommodations.
5. Documentation must be submitted and approved by the RCLD if the following system-level accommodations are to be approved: (Foreign Language or math substitutions and additional semesters in learning support).



B. If documentation is submitted by the student, but it was not obtained within the last 3 years, or if the student has never been tested-

1. The student is guided through the process of obtaining appropriate documentation. The student is provided with written information outlining the standards established by the BOR for outside evaluations. The student is also provided with information on how to obtain testing through the Georgia Southern University RCLD.
  - a. The student obtains outside documentation and presents it to the DSP. The DSP then completes steps 3, 4, and 5 of section A above.
  - b. The student completes a pre-testing packet and is evaluated by the RCLD. If a disabling condition is diagnosed by the RCLD, the DSP will initiate permanent accommodations with the student.

**\*\*Note:** EGSC believes in giving every student an opportunity to receive temporary accommodations if the student provides minimal documentation of a disabling condition. Minimal documentation may include documents such as psychological reports, IEPs, and 504 plans. **Temporary Accommodations** are designed to assist the student for no more than 2 semesters in order to allow the student time to obtain the required documentation. Students are eligible for **Permanent Accommodations** when they submit documentation to the DSP that meets BOR Criteria. Students granted temporary accommodations that complete the required testing and are not given a diagnosis that meets BOR criteria will no longer be entitled to accommodations. If the student is already receiving accommodations at the time of this decision, the accommodations will continue until the end of that semester. If the student is determined ineligible for permanent accommodations, they will not be entitled to any accommodations beginning their next semester of enrollment.

- c. Each semester, it is the students' responsibility to make arrangements to meet with the DSP to complete an accommodations contract. A copy of this contract shall be created for each course in which the student is requesting accommodations. The contract shall be signed by the student and the individual instructor.

## **Online Students**

Students taking online courses often don't have the option of meeting with the disability service provider for face-to-face sessions. Online students are strongly encouraged to contact the disability service provider by phone, U.S. mail, or email. It is recommended that online students make contact with the Disability Services Office at least one month prior to the start of classes to ensure that their accommodation needs will be met in a timely manner. Sessions with the disability service provider may involve phone contact or email; however, students are encouraged to make office visits when this is more feasible. For further policy and procedure, refer to Section B New Students subsection I.

## II. REVIEW OF OUTSIDE EVALUATIONS

The Board of Regents (BOR) has endorsed criteria for the evaluation of Learning Disabilities (LD) and Attention Deficit/Hyperactivity Disorder (ADHD) (**Criteria found in the Academic Affairs Handbook**)

[http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH),

[http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#LD](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#LD), and

[http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#ADHD](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#ADHD).

Students requesting accommodations for LD or ADHD must provide the DSP with a copy of their evaluation. The DSP will review the documentation for adherence to BOR criteria. With the student's written permission, the documentation will then be forwarded to the RCLD for an Outside Documentation Review.

Submission to the RCLD for approval is **required** for the following modifications:

1. Substitution of the CPC foreign language requirement
2. Additional semesters in Learning Support
3. Compass test modifications other than those specified in the Academic Affairs Handbook

### **III. EVALUATION BY THE REGENTS CENTER FOR LEARNING DISORDERS**

The Board of Regents of the University System of Georgia has established three centers for the provision of assessment, resources, and research related to students within the University System who have learning disorders. The Regents Centers for Learning Disorders (RCLD) are located at Georgia Southern University, The University of Georgia, and Georgia State University. Each RCLD is responsible for serving designated colleges and universities within a geographic region.

Students who are enrolled at EGSC and do not have current evaluations that meet BOR requirements can be referred to the RCLD for evaluation. Exceptions to the rule are considered when students are applying to an institution for admission and are required to provide verification of a disability for the institution's CPC foreign language requirement. Referral for testing or evaluation review in these cases should come from the institution at which admissions is pending.

Students who wish to be tested by the Regents Center for Learning Disorders (RCLD) should contact the disability service provider (DSP). The DSP will schedule an appointment with the student to review the pre-testing packet. Once a student returns this packet, the DSP will check for completeness and assist the student in contacting the RCLD for an evaluation appointment.

The Georgia Southern RCLD is located on Georgia Southern's campus in Cone Hall. The student is responsible for the cost of the evaluation (\$500.00). The Vocational Rehabilitation Program will sometimes assist eligible students with the cost of this evaluation. The \$500.00 fee is due with the completed packet. An intake interview with a student will not be scheduled by the RCLD until the \$500.00 payment is received. The evaluation process by the RCLD consists of three main components which are as follows:

1. One full day consisting of an initial interview, screening, and preliminary testing by the RCLD .
2. The Evaluation: A full day involving an individualized assessment.

3. A Feedback Session to review the comprehensive report of results and recommendations for accommodations. For more information regarding services and procedures of the RCLD, go to <http://services.georgiasouthern.edu/rcl/>.

#### IV. ACCOMMODATION CONTRACTS

The **Accommodation Contract** is used as a means of communication among the student, disability service provider, and faculty. Academic and physical accommodations to which a student is entitled are listed in this contract. The process for use of this contract is as follows:

1. The student initiates contact with the DSP by sending the EGSC admissions office a completed Voluntary Declaration of Disability form. Students can also initiate contact with the DSP through email, telephone, by appointment, or stopping by the DSP's office to request services. Upon meeting with the student, the DSP will provide information to the student concerning BOR documentation requirements as well as discuss the students' accommodation needs.
2. Once documentation is provided to the DSP, the DSP will discuss with the student his/her eligibility for temporary or permanent accommodations. Students providing minimal documentation (as described on page 9) may be eligible for temporary accommodations in order to provide the student with sufficient time to obtain the required documentation for the DSP.
3. Based on the documentation provided by the student, the DSP and student jointly discuss appropriate and individualized accommodations. The DSP then determines if these accommodations are reasonable. The approved accommodations are outlined in the accommodation contract.
4. **At the beginning of each semester/term**, the student requests accommodations by contacting the DSP. The student and DSP meet and develop an accommodations contract based on the student's individualized accommodation needs for that term/semester.
5. It is the student's responsibility to ensure that the individual professor(s) has/have received and signed the accommodations contract acknowledging his/her awareness of the students' approved accommodations. There is a signed contract for each course in which the student is enrolled. The student

is required to obtain each instructor's signature on the individual contracts and return the signed contracts to the DSP. **Faculty members are under no obligation to provide accommodations until the student meets with them, obtains the faculty member's signature on the contract, and discusses their accommodation needs with the individual faculty members.** It is also the responsibility of the student to request approved accommodations of the faculty member in a timely manner.

## **V. NOTE TAKERS**

With appropriate documentation, students are eligible to have institutionally-approved note takers assist them in lecture classes. Students requiring note taking assistance are visually or hearing impaired, have a physical disability that impedes writing, or have a type of learning disability that prohibits their ability to write or gain information through auditory processing. Students with other disabilities may be approved for note takers if approval is granted by the Regents Center for Learning Disorders (RCLD). Students requesting this accommodation need to do so in a timely manner. The DSP will assist the student and professor (if necessary) in finding a note taker. Notes can be photocopied or downloaded in the DSP's office. Carbonless copy paper is also available for student note taker use. It is the student's responsibility to ensure that they receive notes in a timely manner.

## **VI. BOOKS IN ALTERNATE FORMAT**

When supported by appropriate documentation, students are eligible to receive recorded books in electronic text format. Students eligible for these documents will be given an account through the Alternative Media Access Center (AMAC) which allows them to download software that will enable their computer to read the text information aloud. Currently, EGSC is a member of Alternative Media Access Center (AMAC). AMAC is a service for students with print-related disabilities. Print-related disabilities can be learning disabilities, visual impairments, blindness, or even physical difficulty in turning a page.

It often takes time (sometimes up to two to three weeks) for AMAC to locate and produce these 'texts', so it is imperative that students request these 'texts' in advance. In order to acquire these 'texts' by the start of a new semester, students should make their requests at least five weeks before the first day of classes. In order for the DSP to order these 'texts' from AMAC, the student

must furnish the DSP with the name and edition of the text, the author, ISBN#, and copyright information for each book that is requested. The student should also provide the DSP with receipts documenting the purchase of the requested textbooks.

## **VII. COURSE LOADS**

Students are expected to take a regular course load while attending East Georgia State College.

1. Students with medical disabilities whose documentation states that the disability precludes enrollment in a regular course load must petition the EGSC Office of Counseling and Disability Services for alternate course loads.
2. Students with learning disorders whose documentation states that the disability precludes enrollment in a regular course load must petition the RCLD through the EGSC DSP for alternate course loads.

## **VIII. CLASS ATTENDANCE**

Students are expected to be punctual for all class lectures (including required labs) and field experiences in courses for which they are registered. The Counseling and Disability Services Office cannot require any professor to alter his or her attendance policy. Our office can provide written verification of a disability (through an accommodation contract) based on our receipt of appropriate documentation. This verification of a disability should address the legitimacy of and ask for consideration regarding absences.

## **IX. TEST PROCTORING**

The Office of Counseling and Disability Services provides test proctoring services for professors who cannot provide extra time, a quiet room for student testing, or other accommodations needed in testing a given student.

The Test Proctoring Requirements for the Office of Counseling and Disability Services are as follows:

1. If a professor is requesting the services of the DSP to assist with the proctoring of an exam, 48 hours advance notice of the test date is recommended.
2. If the DSP or an agent of the Office of Counseling and Disability Services suspects a student of cheating on an exam, this concern will be reported to the professor.
3. Students observed cheating on exams **WILL** lose the privileges of proctored exams by the Office of Counseling and Disability Services.
4. Students requesting a proctored exam are required to discuss their request with the individual instructor/professor and must obtain the professor's approval for the proctoring of an exam through the Counseling and Disability Services Office.
5. Students receiving approval from their professor for the proctoring of an exam should request test proctoring services 48 hours in advance of the testing date/time.
6. If a student fails to present for test proctoring, the exam will be returned to the professor.
7. Students are required to provide the test proctor with their cell phone, book bag, and textbook(s) unless the professor provides written or verbal instructions to the Counseling/Disability Services Office that these items are allowed during testing. Failure to provide the Counseling/Disability Services Office with these requested items prior to testing will result in the student's inability to receive test proctoring services through the Counseling and Disability Services Office.
8. Due to limited test proctoring space and EGSC staff to proctor tests, test proctoring services will be offered on a first-come, first-served basis.

## **X. ADAPTIVE TECHNOLOGY**

EGSC maintains adaptive equipment designed to accommodate students with disabilities. This technology changes frequently to best meet student needs, therefore, it would be impractical to maintain an updated list. Our equipment is designed to achieve the following functions:



- ❖ Enable students with writing or physical disabilities to do word processing
- ❖ Provide the ability to enlarge print for students with visual disabilities
- ❖ Provide amplification of verbal information for students with hearing impairments
- ❖ Provide a large keyboard for students with limited fine or gross motor functions
- ❖ Provide “downloadable” literacy tools for students with print-related disabilities

## **XI. INTERPRETING SERVICES**

Students requesting interpreter services are encouraged to ensure that they have submitted appropriate documentation of a hearing impairment. Documentation of a hearing impairment must be from a licensed audiologist. This documentation must include a diagnosis and information as to how the disability impacts the student in an academic environment.

Students will be notified when appropriate documentation is on file and may choose to schedule a meeting with the counselor/DSP to arrange accommodations and/or services.

### **A. Student Requirements**

1) Class attendance is crucial for successful academic completion. When a student who uses an interpreter will be absent from class, notifying the counselor/DSP is **EXPECTED 48 HOURS PRIOR TO THE ABSENCE**. An email is sufficient notification. This is crucial when communication facilitators are being paid for their time in class. This timeframe is necessary because most interpreters require at least 48 hours notice of cancellations. The interpreter is there as a supplement to the classroom experience, not as a substitute. If a student misses class, he or she needs to meet with the instructor for follow-up. Interpreters are not responsible for the student's absence or their academic responsibilities.

### **B. Student Responsibilities**

1) Students are responsible for contacting the counselor/DSP in advance if an interpreter is needed.

- 2) On the first day of class or in any new situation, please identify yourself to the interpreter.
- 3) You are responsible for being on time for all classes, labs, and meetings.
- 4) Students are encouraged to sit in a place that provides the best lighting, distance, background, and angle for seeing the interpreter.
- 5) If you have any questions relating to class materials, ask the instructor.
- 6) Personal conversations with the interpreter should not occur during the class, but before or after the class.
- 7) If you have difficulty understanding the interpreter, discuss it with that person. If this does not resolve the problem, contact the counselor/DSP.
- 8) If your interpreter does not come to class, notify the counselor/DSP that he or she has failed to show up.
- 9) Let your interpreter know if:
  - a. You plan to be absent or miss a class.
  - b. Your class is cancelled.
  - c. There will be a video shown in class.
  - d. You will be making a presentation.

### **C. No-Show Policy**

If an interpreter has been requested and you know that you will be unable to attend class, you should provide the counselor/DSP with at least 48 hours advance notice so that the interpreter can be informed. In limited circumstances, such as student illness, students may not be able to provide 48 hours notice. In this circumstance, any advance notice is considered sufficient. Failure to provide any advanced notice is considered a "No-Show". To give advance notice a student may:

- 1) Call the counselor/DSP and speak either in person or leave a message **OR**
- 2) Send an email to the counselor/DSP notifying of the absence

Failure to provide the Counselor/DSP with notice will result in the following actions:

- 1) **First "No-Show"**: A first warning letter will be sent to remind the student of the policy and appropriate procedures.
- 2) **Second "No-Show"**: A second warning letter will be sent to the student informing the student that they have two "No-Shows". In addition, the letter will remind the student of the policy and appropriate procedures.
- 3) **Third "No-Show"**: Interpreting services will **AUTOMATICALLY BE SUSPENDED** and a letter will be sent to the student informing the student of the policy and the appropriate procedure. **SERVICES WILL REMAIN SUSPENDED** until the student makes an appointment and meets with counselor/DSP to reinstate services. Reinstatement will require the student to explain his or her actions and communicate a renewed commitment to attending classes and other school events as expected.
- 4) **Exception to the "No-Show Policy"**: If three (3) or more "No-Shows" occur within the same two week period, services will automatically be temporarily suspended and a letter will be sent to the student informing the student of the policy and the appropriate procedures. The services will remain suspended until the student makes an appointment and meets with the counselor/DSP.

**East Georgia State College has obtained Sorenson Video Relay Service phones, making communication with EGSC staff more accessible. EGSC students who are Deaf or Hard of Hearing are encouraged to obtain Sorenson Video Relay Service software. The software is free and there is no monthly charge associated with the use of it. If assistance is needed in obtaining software, please contact the EGSC counselor. Students may access any campus phone number with a video phone or through their state relay service, such as Georgia Relay, by dialing 711.**

## **XII. CAPTIONING SERVICES**

East Georgia State College has acquired a captioning system called CaptionMic. This system provides real time voice captions with the help of speech recognition technology. The voice captioner using Caption Mic repeats spoken words into a hidden microphone. The Caption Mic system will display those words as text on a TV or Computer monitor. At the end of the captioning session, the Voice Captioner will edit the "captioned" information and email it to the student and counselor. In many situations,

Caption Mic is used in order to make classroom instruction and discussion accessible, making sign language interpreting services unnecessary.

### **XIII. UBIDUO**

Ubiduo is a communication device that enables Deaf and Hard of Hearing individuals to communicate with each other face to face, anywhere, anytime without any barriers. Ubiduo is useful when Deaf or Hard of Hearing individuals need to communicate with “Hearing” individuals on campus, allowing accessible communication. Ubiduo consists of two portable, battery-operated units that allow individuals to communicate through instant messaging. The Ubiduo has the capability to save discussions which can be downloaded from a computer. **Students with appropriate documentation may be allowed to use Ubiduo alone or in conjunction with the CaptionMic system.**

### **XIV. Accommodations in Housing**

East Georgia State College provides reasonable accommodations and support services for qualified students with disabilities residing in our housing facility. The appropriate staff in the Counseling and Disability Services Office will review requests for accommodations on an individual basis and, collaboratively with the Office of Housing and Residence Life, make recommendations for reasonable accommodations.

Students whose disabilities are substantially limiting to a major life activity must provide detailed medical documentation to show that the condition(s) qualifies as a disability. Students with disabilities should have their medical provider respond to the **Housing Accommodation Request form** (see form located in appendix) and supply appropriate medical documentation as early as possible. **Students must also be registered with the college’s Counseling and Disability Services Office.** Timeliness in receiving services can become a factor if submitted documentation does not meet the stated guidelines and additional information is needed.

Any changes to a student’s disability-related housing accommodations must be submitted and approved annually. Since some medical conditions change over time, any requests for accommodation changes will require updated medical documentation and an updated application to ensure appropriate

housing. Because of this, all student requests are subject to an annual review.

To initiate this process, students must submit the following by the appropriate deadline:

- Completed **Residence Hall Application** to the Office of Housing and Residence Life
- Completed **Housing Accommodation Application** to the Counseling and Disability Services Office
- **Medical documentation on letterhead, as specified in the Criteria for Medical Provider Documentation.** (This documentation should be sent to the Counseling and Disability Services Office.)

Requests for accommodations due to disability and the accompanying documentation remain confidential.

### **Due Date**

We encourage all students to complete the accommodation approval process up to sixty (60) days in advance of your scheduled “move in,” in order for accommodations to be completed inside the residence hall.

## **XV. Service Animals on Campus and in Housing**

### **Definitions**

A “**service animal**” is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. These tasks include but are not limited to: guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sound, providing minimal protection or rescue work, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder during an anxiety attack, pulling a wheelchair, or fetching dropped items.

A “**therapy/emotional support animal**” is prescribed to an individual with a disability by a healthcare or mental health professional. A therapy/emotional support animal is not a service animal. Unlike a service animal, a therapy/emotional support animal does not assist a person with a

disability with activities of daily living, nor does it accompany a person with a disability at all times. Residents are not permitted to keep therapy animals on college property or in college housing.

A “**pet**” is an animal kept for ordinary use and companionship. A pet is not considered a service animal or a therapy/support animal, and, therefore, it is not covered by this policy. Residents are not permitted to keep pets on college property or in college housing.

### **Verification of Disability and Need for a Service Animal**

In the event that an individual desires the assistance of a service animal for use in college facilities and services, and it is not clear that the animal is used for this purpose, several questions may be posed by EGSC staff. (1) Is the dog a service animal required because of a disability? (2) What work or task has the dog been trained to perform? **No other questions can be asked.**

### **Leash/ Harness**

If appropriate, the animal must be on a leash, harness, or tethered, unless the leash or harness would inhibit the animal's ability to be of service, or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

### **Care and Supervision**

Care and supervision of the animal are the responsibility of the individual who benefits from the animal's use. The individual is required to maintain control of the animal at all times, where consistent with the capacity of the service animal user. The individual is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the college, consistent with the reasonable capacity of the owner.

### **Vaccination**

In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a current rabies vaccination tag. Local licensing requirements are followed. Documentation may include a

vaccination certificate for the animal or any other requested documentation to ensure that all required vaccinations have been completed.

### **Health**

Animals used by individuals living in college housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal and/or a veterinarian's statement regarding the animal's general health.

### **Removal of Service Animal**

The College may exclude/remove a service animal when it 1) poses a direct threat to the health or safety of others; 2) the dog is out of control and the handler does not take effective action to control it; 3) the dog is not housebroken; 4) A service animal may be removed as a result of East Georgia State College Student Conduct Office sanctioning if the student with a disability is found guilty or has been accused of indecent behavior or any other form of disorderly conduct associated with the mistreatment of the service animal.

### **Damage**

Owners of service animals are solely responsible for any damage to persons or college property caused by their animals.

### **Off-Limit Areas to Service Animals**

The College may prohibit the use of service animals in certain locations due to health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, classrooms with research/demonstration animals, areas where protective clothing is necessary, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals.

### **Conflicting Disabilities**

The Office of Housing and Residence Life personnel will make a reasonable effort to notify residents of the existence of a service animal in the building. Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) are asked to contact the Office of Counseling and Disability Services if they have a health or safety-related concern about exposure to a service animal. The individual will be asked to

provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

The Office of Counseling and Disability Services and the Office of Housing and Residence Life staff will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved.

#### **a. Miniature Horses**

In some circumstances, miniature horses may perform the same or similar duties of service animals. Several factors determine if miniature horses can be accommodated on-campus and in housing. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for safe operation of EGSC facilities.

### **XVI. Personal Care Assistants On Campus and In Housing**

The Counseling and Disability Services Office works with students with disabilities (SWD) who have the appropriate documentation to use personal care assistants (PCAs) as an accommodation on campus. PCAs work directly with people of disabilities who are in need of assistance with activities of daily living. Students who require a PCA must make arrangements to provide his/her own personal care services. The college does not assume coordination or financial responsibility for such personal services. In order for the student who uses personal care services to have a positive educational experience, it is in the student's best interest to hire an impartial PCA who is not a family member or close friend.

#### **It is the student's responsibility to:**

- Submit the appropriate documentation to the Counseling and Disability Services Office prior to attending the college.
- Meet with the counselor/disability service provider (DSP) after the documentation is received to discuss appropriate accommodations



(including PCA services) **EACH SEMESTER** that the student is enrolled.

- Secure a PCA prior to attending college.
- Have a plan for when the PCA(s) is not available
- Make sure that the PCA(s) meet with the counselor/DSP (with or without the SWD present) and sign a Guidelines/Expectations form for personal care assistants **PRIOR** to providing service on campus
- Students with disabilities who (according to appropriate documentation) require a PCA to remain with them overnight must indicate this request on the housing accommodation application for students with disabilities. Indicating this need in a timely manner is imperative. If the deadline is missed, efforts will be made to make the accommodation, but it may not be possible given limited appropriate residence hall spaces.
- If reasonable accommodations require that the PCA remain overnight on campus with the student, the PCA will be lodged in a separate room as each room is designed to accommodate one student. There will be an additional room rate for PCAs requiring on-campus housing.
- For college activities or events which require additional expense, the student with a disability is expected to directly negotiate with the appropriate department or office, in advance, regarding the admittance of a PCA.
- The student is to follow the college's policies and procedures, and abide by the student handbook. As a "guest" of the student, the student may be held responsible for the conduct of the PCA.
- If the SWD is concerned that he/she is being discriminated against or is not being reasonably accommodated, the SWD, like all students with disabilities, is encouraged to communicate such concerns with the counselor/DSP as soon as possible. The SWD may also file a grievance with the college's Grievance Procedure for students with disabilities.

## **The College's Responsibilities - via the Counselor/Disability Service Provider:**

The counselor/DSP will review and evaluate documentation in a timely manner and be available for individual consultation when appropriate and necessary. The counselor/DSP will also determine which, if any, accommodations are warranted (including a PCA), based on professional standards in the DSP field.

Once the use of a PCA has been approved, the counselor/DSP will discuss and decide on the appropriate role of the PCA (ex. allowed in the classroom, allowed to reside in the residence hall, etc.) with the SWD, the PCA, and relevant faculty and staff.

The counselor/DSP will serve as an intermediary between the student with the disability and the relevant offices (plant operations, residential life, etc.) when appropriate and necessary. However, this does not excuse the student from advocating and/or negotiating for him or herself when appropriate.

As is the case of all students with disabilities, if the counselor/DSP becomes aware that the SWD is being discriminated against or reasonable accommodations are not being made, the counselor/DSP will collaborate with the SWD and will take action to remedy the situation. The counselor will also refer the SWD to the college's Grievance Procedure for SWD.

## **The Responsibilities of the PCA:**

- PCAs who need to remain on campus overnight and are not East Georgia State College students will need to undergo a background check via the Office of Housing and Residential Life unless the PCA can provide documentation from their employer (agency) that a background check has been completed. **Criminal background checks will be done at the student's expense. PCAs will not be allowed to remain overnight until they have been approved by the college's CBI committee.**
- PCAs, at the cost of the SWD, may assist in the physical component of completing homework, but may not provide

academic assistance or tutoring of any form. The SWD who accepts the academic assistance of the PCA may be accused of academic dishonesty and receive sanctions when appropriate. Finally, the PCA is not permitted to take initiative in negotiations or to advocate on behalf of the student with a disability.

- PCAs are to allow the SWD to take responsibility for his/her own behaviors. PCAs who attend classes with the SWD are NOT to participate in or disrupt classes in any way. Unless documentation supports the need for the PCA to be in the classroom with the student, the PCA should remain outside of the classroom. PCAs may help the SWD before and after class with personal tasks such as plugging in a laptop, etc. The specific determinations in this area are made on a class-by-class basis in consultation with the counselor/DSP and, when appropriate, with the faculty member.
- If the PCA is not required to remain overnight with the SWD and is not an East Georgia State College student, the PCA will not be allowed to live on campus and is responsible for finding his/her own lodging off campus.
- PCAs must follow all college rules, regulations, policies and procedures and abide by the expectations listed above. PCAs that violate college policy may be sanctioned (up to and including no longer being able to be on campus) and the SWD may also be sanctioned for the violation of the PCA.

## Section C DOCUMENTATION REQUIREMENTS

The DSP in the Office of Counseling and Disability Services is responsible for maintaining confidential student files. These files generally include documentation of the disability, an intake form, a record of contacts with the student and other stakeholders, as well as a record of services provided. Documentation must be furnished in order to determine appropriate and reasonable accommodations for the student. The following documentation is required for:

- ❖ **Learning Disabilities (LD)** - A psychological evaluation (completed by a licensed professional) no more than 3 years old that documents the students 'current level of functioning'. The evaluation must meet Board of Regents (BOR) criteria for LD eligibility. Please refer to this link for the current BOR policy [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH) and [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#LD](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#LD).
- ❖ **Attention Deficit/Hyperactivity Disorder** - A report from a licensed psychologist documenting the disorder. Results must be based on standards taken from the Diagnostic and Statistical Manual of Mental Disorders as included in the criteria required by the BOR. Please refer to these references for the current BOR policy [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH) and [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#ADHD](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#ADHD).
- ❖ **Pervasive Developmental Disorders, Acquired Brain Injury, Psychological Disorder, and Sensory Disorders** - Please refer to [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH) **Appendix E** for specific documentation requirements. For a Hearing Impairment, we require results of an examination

completed within the last year from a medical doctor, or speech and hearing center, documenting the hearing disability and the impact on academics.

[http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH) and

[http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH/#SD](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH/#SD)

- ❖ **Speech/Language Impairments** - A report from a Speech/Language Pathologist documenting the disability and the impact on academics.
  
- ❖ **Mobility Disorders** - Results of an examination completed within the last year from a licensed physician. The report should include the diagnosis and the impact of the impairment on academics. For Board of Regents requirements see [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH) and [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#MD](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#MD).
  
- ❖ **Systemic Disorders** - (Conditions affecting one or more of the body's systems, including the respiratory, immunological, neurological, circulatory, or digestive systems.) For Board of Regents requirement see [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH) and [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#SYS](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#SYS).
  
- ❖ **Other Disabilities** - For Board of Regents requirement see [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#SYS](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#SYS) and [http://www.usg.edu/academic\\_affairs\\_handbook/section3/handbook/appendicesDH#OTH](http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH#OTH).

#### **a. Procedure for Accommodation of Chronic Medical Conditions**

Due to the unexpected nature of this classification of disability, students with documented chronic medical conditions are required to follow the guidelines which are as follows:

Students with approved documentation may be allowed some leniency with regard to absences. The student is still required to meet the essential course requirements, as set forth by the instructor, in each class enrolled in. Students should meet with the faculty member for an enrolled class during the first week of the class and devise a written plan. The plan (normally a separate document from the accommodation contract) should include information about how many absences will be allowed, how the work will be made up, and what absolutely cannot be missed in order to meet the essential requirements of the given class. A copy of this written plan should be submitted to the DSP to keep in the student's file. It is recommended that the student and instructor also maintain a copy of this "written plan".

## **SECTION D**

### **STUDENT FILES: STATEMENT OF CONFIDENTIALITY**

Student files are confidential to the extent allowed by law and are kept in secure file cabinets in the Counseling and Disability Services Office. **These files may not be accessed by anyone outside the Counseling and Disability Services Office without the written permission of the student, or as allowed by state and federal law.**

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data. The Counseling and Disability Services Office complies with this act.

Students requesting a copy of the counseling and/or disability records must make their request in writing to the Counseling and Disability Services Office. Students should allow at least three weeks for the processing of this request.

## **SECTION E**

### **GRIEVANCES/COMPLAINTS**

Students who have a complaint about accommodations provided by East Georgia State College must attempt to resolve conflicts by contacting the disability service provider on their campus (Swainsboro or Statesboro). If the results of this process are unsatisfactory to the student, he or she must contact the director of counseling and disability services at the Swainsboro campus located at 131 College Circle, Swainsboro, Georgia, 30401. Telephone: 478-289-2039. The Director will investigate the complaint and make reasonable efforts to resolve the matter. The investigation shall be informal but thorough, affording all persons an opportunity to submit evidence or other relevant information.

If the complainant is not satisfied with the decision of the director of counseling and disability services, he/she can contact the vice president for student affairs at the Swainsboro campus located at 131 College Circle, Swainsboro, Georgia, 30401. Telephone: 478-289-2015.

The vice president shall provide a written or verbal final response to the student. Use of this grievance procedure does not limit the student's pursuit of other remedies, including the right to pursue a complaint with the U.S. Department of Education, Office of Civil Rights.

**APPENDIX A**  
**Disability Services Office Forms**



Disability Services Contact Sheet  
East Georgia State College

Student Name:

\_\_\_\_\_

Student ID#:

\_\_\_\_\_

Date: \_\_\_\_\_

Action Taken:

- Intake
- Accommodation Letter Completed – Fall/Spring/Summer
- Received Voluntary Declaration of Disability
- Sent Documentation Requirements Letter in response to VDD
- Received Documentation
- Reviewed Documentation
- Documentation send for RCLD Review
- Student notified of results from RCLD Review
- Student notified of results from RCLD Evaluation
- No show

NOTES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Counselor Signature





Counseling and Disability Services  
131 College Circle  
Swainsboro, Georgia 30401  
University System of Georgia

Tel: (478) 289-2039  
Fax: (478) 289-2118  
Web: www.ega.edu

## Student Disability Services Agreement

I, \_\_\_\_\_  
understand that I must return to the disabilities counselor each new semester that I am enrolled if I choose to continue using accommodations. I understand that each course I enroll in requires a new accommodations contract with that instructor. I understand that my information is confidential and that it cannot be forwarded to instructors without my permission. When I return to the disabilities counselor each new semester, I understand that a new contract will be written for what is appropriate for my new courses. I understand that it is my responsibility to meet with my instructors and discuss with each of them what my concerns are and how to best facilitate my approved accommodations in coordination with the instructor and the disabilities counselor. I understand that I must return my accommodations contract to the disabilities counselor *signed by myself and the instructor* to prove that I have notified and discussed my needs with the instructor. ***I understand that until I return my contract for a course to the disabilities counselor, I will not be permitted to receive any accommodations in this course.*** My accommodations should be used consistently throughout each semester, and it is my responsibility to request to use each accommodation at the time they are needed.

\_\_\_\_\_/\_\_\_\_\_  
Student Signature / Date

\_\_\_\_\_/\_\_\_\_\_  
Printed Name / Student ID#

\_\_\_\_\_/\_\_\_\_\_  
Counselor Signature / Date



**EAST GEORGIA STATE COLLEGE  
COUNSELING AND DISABILITY SERVICES  
Authorization For Release of Information Form**

\_\_\_\_\_  
Name of Student/Client

\_\_\_\_\_  
Date of Birth

I hereby request and authorize: \_\_\_\_\_

\_\_\_\_\_ to obtain from: \_\_\_\_\_  
(Name of Person or Agency Holding the Information)

\_\_\_\_\_  
(Address)

the following type(s) of information from my records (and any specific portion thereof):

\_\_\_\_\_  
\_\_\_\_\_

for the purpose of: \_\_\_\_\_

I intend this document to be a valid authorization and remain in effect for the period of time that I am enrolled as a student at East Georgia College.

I understand that I can withdraw this consent at any time.

\_\_\_\_\_  
Signature of Student/Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Relation of Witness

\_\_\_\_\_  
Date

-----  
**USE THIS SPACE ONLY IF STUDENT/CLIENT WITHDRAWS CONSENT**  
I hereby withdraw the above Authorization for Release of Information. I understand that I must sign the withdrawal below (original signature on student's copy of this form is acceptable), immediately notify East Georgia State College Counseling and Disability Services by telephone or in person, and bring the form to the Counseling and Disabilities Services Office. The withdrawal of consent is not completed until Counseling and Disability Services receives the signed form.

\_\_\_\_\_  
Date this authorization is revoked by student/client    Signature of Student/Client

Date Withdrawal Received by Counseling and Disability Services \_\_\_\_\_

Signature of Counseling and Disability Services office: \_\_\_\_\_



Counseling and Disability Services  
 131 College Circle  
 Swainsboro, Georgia 30401  
*University System of Georgia*

Tel: (478) 289-2039  
 Fax: (478) 289-2118  
 Web: www.ega.edu

**Contact Information**

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ OK to leave voicemail?: Y N

Email: \_\_\_\_\_

Emergency Contact/  
 Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Release signed?: Y N

ADA Check List

Action	Completed	Date
Collected Documentation		
Mailed Documentation for Review		
Signed Release for RCLD/Professors		
Signed Student Agreement		
Signed Confidentiality		
Signed ROI for Others		
Write/Sign Contracts		
Collected Signed Contracts		
Instructor:		
Instructor:		
Instructor:		
Instructor:		
Instructor:		



Counseling and Disability Services  
131 College Circle  
Swainsboro, Georgia 30401-2699  
*University System of Georgia*

Tel: (478) 289-2039  
Fax: (478) 289-2118  
Web: [www.ega.edu](http://www.ega.edu)

## **EGSC Student Interpreting Services Acknowledgement and Agreement**

Students requesting interpreter services are encouraged to ensure that they have submitted appropriate documentation of a hearing impairment. Documentation of a hearing impairment must be from a Licensed Audiologist. This documentation must include a diagnosis and information as to how the disability impacts the student in an academic environment. Students will be notified when appropriate documentation is on file and may choose to schedule a meeting with the counselor/DSP to arrange accommodations and/or services.

### **A. Student Requirements-**

1) Class attendance is crucial for successful academic completion. When a student who uses an interpreter will be absent from class, notifying the counselor/DSP is **EXPECTED 48 HOURS PRIOR TO THE ABSENCE**. An email is sufficient notification. This is crucial when communication facilitators are being paid for their time in class. This timeframe is necessary because most interpreters require at least 48 hours notice of cancellations. The interpreter is there as a supplement to the classroom experience, not as a substitute. If a student misses class, he or she needs to meet with the instructor for follow-up. Interpreters are not responsible for the student's absence or their academic responsibilities.

### **B. Student Responsibilities-**

- 1) Students are responsible for contacting the counselor/DSP in advance if an interpreter is needed.
- 2) On the first day of class or in any new situation, please identify yourself to the interpreter.
- 3) You are responsible for being on time for all classes, labs, and meetings.
- 4) Students are encouraged to sit in a place that provides the best lighting, distance, background, and angle for seeing the interpreter.
- 5) If you have any questions relating to class materials, ask the instructor.
- 6) Personal conversations with the interpreter should not occur during the class, but before or after the class.
- 7) If you have difficulty understanding the interpreter, discuss it with that person. If this does not resolve the problem, contact the counselor/DSP.
- 8) If your interpreter does not come to class, notify the counselor/DSP that he or she has failed to show up.
- 9) Let your interpreter know if:
  - a. You plan to be absent or miss a class.

- b. Your class is cancelled.
- c. There will be a video shown in class.
- d. You will be making a presentation.

10) It is the student's responsibility to provide the Counseling and Disability Services Office with their class schedule on the day that registration is completed so that accommodations can be arranged in a timely manner. Students should make every effort to schedule classes as closely together as possible.

11) Any changes in a class schedule prior to, or after the start of a semester, should be reported immediately to the counselor/DSP.

12) For events, meetings, clubs, or school-sponsored activities outside of class, a student should request interpreter services at least 48 hours in advance of the planned activity. If a request is not made timely, it will be considered, but there is no guarantee that it will be honored.

### C. No-Show Policy

If an interpreter has been requested and you know that you will be unable to attend class, you should provide the counselor/DSP with at least 48 hours advance notice so that the interpreter can be informed. In limited circumstances, such as student illness, students may not be able to provide 48 hours notice. In this circumstance, any advance notice is considered sufficient. Failure to provide any advanced notice is considered a "No-Show". To give advance notice a student may:

- 1) Call the counselor/DSP and speak either in person or leave a message
- 2) Send an email to the counselor/DSP notifying of the absence

### **Failure to provide the Counselor/DSP with notice will result in the following actions:**

1) **First "No-Show"**: A first warning letter will be sent to remind the student of the policy and appropriate procedures.

2) **Second "No-Show"**: A second warning letter will be sent to the student informing the student that they have two "No-Shows". In addition, the letter will remind the student of the policy and appropriate procedures.

3) **Third "No-Show"**: Interpreting services will automatically be suspended and a letter will be sent to the student informing the student of the policy and the appropriate procedure. Services will remain suspended until the student makes an appointment and meets with the counselor/DSP to reinstate services.

Reinstatement will require the student to explain his or her actions and communicate a renewed commitment to attending classes and other school events as expected.

4) **For each subsequent "No-Show"**: Services will be automatically suspended and a letter will be sent to the student informing the student of the policy and the appropriate procedures. The services will remain suspended until the student makes an appointment and meets with the counselor/DSP.

5) **Exception to the "No-Show Policy"**: If three (3) or more "No-Shows" occur within the same two week period, services will automatically be temporarily suspended and a letter will be sent to the student informing the student of the



policy and the appropriate procedures. The services will remain suspended until the student makes an appointment with the counselor/DSP and a meeting is held. By signing this agreement, I acknowledge that this agreement has been read to me aloud and interpreted. I also acknowledge that I have had the opportunity to read this document and ask questions. I understand that the entire policy on Interpreting Services can be found in the East Georgia State College disability services manual located as a link on the Counseling Center page and also located on the president's webpage. I also acknowledge that I can contact my counselor/DSP with any questions that I may have.

---

Signature of Student

---

Date

---

Signature of Counselor/DSP

---

Date



**East Georgia State College  
Housing Accommodation Application for Students with  
Disabilities**

Just as any other student, those needing housing accommodations for a disability must also separately apply for housing by submitting a completed **Residence Hall Application** and any applicable fees to the Office of Housing and Residence Life. Decisions will be made on a first-come, first-served basis. However, every effort will be made to reasonably accommodate students with disabilities.

Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

EGSC email \_\_\_\_\_ Alternate email \_\_\_\_\_

EGSC Student ID# \_\_\_\_\_

**Submitted medical documentation must support all accommodations requested.**

Check all accommodation(s) requested:

\_\_\_\_\_ Wheelchair accessible kitchen

\_\_\_\_\_ Wheelchair accessible bathroom

\_\_\_\_\_ Roll-in shower for wheelchair access

\_\_\_\_\_ Visual emergency alarm

\_\_\_\_\_ Bed shaker emergency alarm

\_\_\_\_\_ Visual door knock alert

\_\_\_\_\_ Housing for a personal care attendant (Additional regular housing fees apply)

**Students requiring a PCA (Personal Care Attendant) are encouraged to have a back-up PCA. Students who find themselves without a PCA will be required to leave campus housing in the event that a back-up PCA is not available. Students can return to campus housing once a PCA is obtained and is approved by the Counseling and Disability Services Office.**

\_\_\_\_\_ Provide access for a trained service animal in housing unit (Trained service animal will be provided by the student.)

\_\_\_\_ Other (Please explain)\_\_\_\_\_

**Students with mobility impairments are encouraged to request a room on the first floor. Students choosing a room on an upper floor are subject to an outside individual (i.e. firefighter, etc.) who is trained in evacuation procedures assisting with exit of the building. EGSC can't assume the responsibility of providing a trained individual on a 24 hour a day, 7 days a week basis to assist with evacuation of the building when a student is not on the first floor.**

Signature\_\_\_\_\_ Date\_\_\_\_\_



## Housing Accommodation Request for Students with Disabilities Criteria for Medical Provider Information

**Note to Students completing this form:** Please print the information on the lines below before submitting to your medical provider for documentation.)

Student Name \_\_\_\_\_

Accommodations requested for the following semester(s) \_\_\_\_\_

**The following information is to be obtained from your licensed medical care provider and submitted with your request for housing accommodations.** In order to ensure the provision of reasonable and appropriate accommodations and services, relevant current and comprehensive documentation is required. All medical information remains confidential.

### For the medical provider:

**Note: Information must be on professional letterhead that includes the qualifications and contact information of the examiner.**

- A diagnostic statement including the date of the most recent evaluation (i.e., psychiatric conditions generally require an updated evaluation every six months);
- List of any diagnostic criteria or tests used, if applicable;
- Statement of the specific activities substantially limited by the condition and the level of severity;
- Description of how the student's disability-related functional limitations or behavioral manifestations impact living in a college residence hall setting;
- Any treatments, medications, devices or services (such as the use of a service animal) currently prescribed or used to minimize the impact of the disability;
- Any medical recommendations you may have for reasonable accommodations for this student in a college residence hall (based on responses to the previous two items);
- The expected duration, stability or progression of the condition and related functional limitations
- Signature of physician/licensed medical provider
- The credential and contact information of the diagnosing professional on letterhead.

**This information should be returned by mail or fax to the Counseling and Disability Services office, East Georgia State College, 131 College Circle, Swainsboro, GA 30401. Confidential fax: 478-289-2118.**

For disability-related questions and information, and for EGC registration forms, please visit our website at <http://www.ega.edu> or call (478) 289-2039.



**East Georgia State College  
Personal Care Assistant (PCA) for Students with  
Disabilities Agreement/Expectations**

Name of PCA \_\_\_\_\_

PCA's Current Address \_\_\_\_\_

Address during academic year \_\_\_\_\_

Contact information - telephone \_\_\_\_\_

Email \_\_\_\_\_

Name of Student with Disability \_\_\_\_\_

Permanent phone number (of student) while living on campus \_\_\_\_\_

**The following agreements/arrangements have been made:**

\_\_\_\_\_The PCA is not an East Georgia State College student and has undergone a security check.

**Note: The PCA is required to complete the same process for completing a security/criminal background check as EGSC students who reside in on campus housing unless the PCA can provide documentation from their employer (agency) that a background check has been completed. The results have been reported to the East Georgia State College CBI (Criminal Background Investigation) committee.**

\_\_\_\_\_The PCA is not an East Georgia State College student and will be living on campus.

\_\_\_\_\_PCA is a an East Georgia State College student and will follow the same procedure for a criminal background check as any other East Georgia State College student living in on-campus housing.

\_\_\_\_\_The SWD is responsible for providing the Office of Housing and Residence Life with a copy of the PCA's schedule and also notifying them if the PCA's schedule changes.

**I have read and agree to abide by the East Georgia State College Student Personal Care Assistant policy. I understand that I must abide by relevant rules, regulations, policies and procedures and if I do not, I may be sanctioned and/or may be barred from performing the function of a PCA on this campus.**

\_\_\_\_\_  
Signature of Personal Care Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Dat



**East Georgia State College  
Counseling and Disability Services Department  
Maintaining a Service Animal Agreement Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Semester(s)/Year: \_\_\_\_\_

Room/Apartment# (for on-campus housing students) \_\_\_\_\_

**Please check the applicable statements listed below:**

\_\_\_ I have applied for an accommodation to the Residence Hall due to my need to live with my service animal.

\_\_\_ I have applied for the use of a service animal for East Georgia State College classes and other campus-sponsored events and activities.

I have read and understand the conditions outlined in the Counseling and Disability Services policy manual regarding Service Animals On Campus and in Housing. By my signature, I agree to abide by all terms and conditions described within this document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_