



BAKER COLLEGE

DISABILITY SERVICES PROCEDURES

1. A Baker College student who has a disability for which he/she wants to receive reasonable accommodations should contact the Disability Services Specialist (DSS).
2. Services will be provided upon completion of the following steps:
 - Submission of the Disability Services Request Form.
 - Submission of current and comprehensive disability documentation. Documentation guidelines are available online.
 - A consultation with a DSS for an initial intake interview.
 - i. During the intake interview the student will discuss with the DSS his/her eligibility for services and formally request accommodations.
 - ii. The student will need to prepare and submit the following prior to receiving any accommodations:
 1. Appropriate documentation of disability
 2. Baker College's Disability Services Request Form
 - A review of documentation has been completed and eligibility for accommodations has been verified by the DSS. Accommodation requests must be substantiated by the functional limitations detailed in the disability documentation.
3. "Letters of Accommodation" will be given to the student each semester by the DSS. It is the student's responsibility to present the letter to the instructor(s) of the classes for which he/she is requesting accommodations. If a student needs to review accommodations, the student should contact the DSS.
4. A student wishing to appeal the decision of the Disability Services Specialist may refer to the Grievance Procedures for Title IX of the Education Amendments of 1972 as outlined in the current Student Handbook.
5. The DSS will create and maintain a physical file for students who qualify for services. The file will be maintained in secure storage for up to five years after the last year in which the students are enrolled at the College.

In order to properly identify appropriate reasonable accommodations, DSS may need to discuss documentation with physicians, psychologists or other qualified professionals to request clarification or additional information regarding the student's disability. Information provided to DSS is confidential documentation and evaluation information will not be released without the signed consent of the student.