



### Student Disability Services Policy<sup>1</sup>

#### Stellar Career College

Stellar Career College is committed to fostering an inclusive environment where all students can achieve their educational goals. In compliance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and applicable state laws, we provide reasonable accommodations to students with documented disabilities. These accommodations ensure that students have equal access to our programs, services, and activities without compromising our offerings' academic standards or integrity.

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#### Requesting Accommodations

1. **How to Request:**

Students seeking accommodations must complete the **Disability Accommodation Request Form** and submit it with the required documentation.

2. **Timeline for Requests:**

- Accommodation requests should be submitted **at least two weeks before the start of a quarter** to ensure timely review and implementation.
- Accommodations must be renewed at the start of each quarter unless previously approved for more extended periods.

3. **Documentation Requirements:**

- A detailed medical or professional evaluation (within the last five years) explaining the nature of the disability and its impact on academic performance.
- Specific recommendations for accommodations are supported by the diagnosis.
- Documentation must be on official letterhead, dated, signed, and include the evaluator's credentials.

4. **Contact Information:**

For questions or assistance, students may contact:

- **Disability Services Coordinator:** Mr. AK Buss
  - **Email Address:** [akbuss@stellarcollege.edu](mailto:akbuss@stellarcollege.edu)
  - **Phone:** (312) 687-3000
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#### Types of Accommodations

We strive to offer accommodations tailored to each student's needs, such as:

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<sup>1</sup> This policy is reviewed annually and updated as necessary to ensure its continued relevance and effectiveness.



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- Extended time for exams or assignments.
  - Use of assistive technologies like screen readers or speech-to-text software.
  - Physical access adjustments to campus facilities.
  - Note-taking support or permission to record lectures.
  - Alternative formats for course materials, such as braille or large print.
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### **Individual Review Process**

Each accommodation request is reviewed on a case-by-case basis to ensure appropriate and reasonable adjustments are made. The Disability Services Coordinator will collaborate with students, instructors, and relevant staff to develop an accommodation plan.

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### **Limitations**

While Stellar Career College is committed to supporting all students, accommodations will not be provided if they:

- Fundamentally alter the nature of a course or program.
  - Violate any Federal, State, or Accreditation requirements
  - Pose a significant health or safety risk.
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### **Additional Support**

Students are encouraged to contact Stellar Career College early to ensure accommodations are in place before the start of classes. Events, activities, and services at Stellar Career College are also designed to be inclusive and accessible.

By working together, we ensure every student has the opportunity to succeed while maintaining the high standards of our academic and professional training programs.