

**Technical College of the Rockies**  
Special Needs Plan

Technical College of the Rockies makes every effort to comply with all applicable ADA requirements and provide necessary accommodation for students who are identified to have special needs. ADA accommodations are coordinated by Student Services staff.

**Identification and Assessment**

Students with disabilities have the responsibility to provide appropriate disability documentation to the Student Services Office. Documentation legitimizes a student's request for reasonable accommodation, and can assist both the student and the school in identifying the nature of necessary accommodations and in meeting a programs technical standards, where such standards exist. Students with disabilities making a transition to the post-secondary level often face increased academic and personal responsibilities. Students are expected to be their own advocate to a far greater extent than in the K-12 context. The advocacy process involves good communications; therefore, students with disabilities are encouraged to do the following: Make an appointment with the Student Services Coordinator (970) 874-7671, ext. 556; provide appropriate disability documentation (or discuss how such documentation is to be obtained) and prepare to discuss accommodation alternatives; meet all deadlines established for documentation and submission of requests for accommodations.

**Accommodations and Instructional Support**

Any student having difficulty in his/her program of study may be provided individual assistance. These services include tutorial services, independent study materials, or other related assistance at no additional cost. Such areas might include reading, math, English, study and testing skills, or specific technical skills related to the program of study.

Specialized services needed by handicapped student may also be provided. Advising, tutorial assistance, and individualized vocational guidance and planning are available to students who may need additional assistance related to handicapping conditions. The campus is constructed to accommodate handicapped students.

It is the students' responsibility to maintain ongoing communication about the appropriateness of accommodations made, and to alert the faculty and staff about any physical or attitudinal barriers encountered at the school.

**Grievance Procedure**

If there are problems, first try to resolve them with the individual instructor. If that does not work, contact the Student Services Coordinator. Finally, students have a right to file a formal grievance under the Technical College of the Rockies Student Grievance Policy. The policy may be found on our web site at <http://www.tcr.edu/admissions/student-grievance-policy.php> or in the Administration Office at 1765 US Hwy 50, Delta, Colorado 81416, (970) 874-7671. Additional information is also available from the Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, phone (303) 844-5695, FAX (303) 844-4303, TDD (303) 844-3417, or email [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov).