

Fostering Success through Access

The Office of Accessibility (TAO) works one-on-one with students to provide reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 the ADA Amended. Accommodations are provided unless doing so will fundamentally alter the nature of the service or program.

Staff in TAO are available to meet with students by appointment at any campus.

Who We Serve

Bucks County Community College students with diagnosed disabilities may qualify for services and accommodations that support equal access to academic and social opportunities across the College.

Our Role

- Determine reasonable accommodations
- Provide educational outreach, referrals, and advocacy
- Provide adaptive technology support
- Collaborate with departments to promote a culture of accessibility across the digital, physical, and learning spaces.



For more information,
please visit:
bucks.edu/accessibility



The Accessibility Office
Rollins 59, Newtown Campus
215.968.8182 • accessibility@bucks.edu

Bucks County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

BUCKS COUNTY COMMUNITY COLLEGE

The Accessibility Office

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The Transition to College

A significant difference between high school and college is that students must self-disclose their disability and advocate for themselves upon entrance and throughout their college experience. The Accessibility Office provides support to help students build lifelong self-advocacy skills.

Confidentiality

Student records are protected by the Family Rights and Privacy Act (FERPA). The College cannot provide information about a student's academic record unless the student grants permission and access through initiating a proxy through self-service. Any information obtained by TAO is confidential and shall only be shared with appropriate individuals on an educational need-to-know basis.

Student Responsibility

Once registered with TAO, students complete a "semester request" in our Accommodate system to allow their Faculty Memo to be distributed to their instructors. Students must notify TAO of any changes to their accommodation needs and follow policies and procedures related to the implementation of accommodations, including meeting with their instructors to discuss their accommodations within the course standards.

Registering for Services

To register for accommodations at Bucks:

- 1) Complete a Pre-Intake Form
- 2) Submit documentation. Students can upload documentation to the Pre-Intake Form or send it directly to accessibility@bucks.edu from the student's Bucks email.
- 3) Set up an Intake Meeting. Once a Pre-Intake Form is completed, a staff member from our office will be in contact (via your Bucks email) to set up a Zoom intake meeting.

Documentation

Documentation must show a direct link between the diagnosis and the recommendations for support or accommodations needed.

Documentation can be in the form of:

- IEP and RR (Reevaluation Report) dated within five years
- 504 Plan dated within five years
- Verification Form for a medical diagnosis found under "Registering for Services" on our website.
- Letter from the student's medical provider that states the diagnosis and recommendations for support.

Accommodations

Once documentation is received and the intake process is completed, accommodations are determined with the student and the student's Faculty Memo is ready. Accommodations may include and are not limited to:

- Additional time on tests and quizzes
- Reduced-distraction test location
- Note-taking or recording device
- Preferential seating
- Consideration of absences and additional time on assignments
- Assistive Technology (Reader, Screen Magnification, Speech-to-Text)

Universal Design for Learning (UDL)

BCCC values a diverse population of learners. The Accessibility Office works with instructional designers to promote UDL across educational spaces and services.

TAO works to break down barriers that hinder student success and promotes inclusive best practices in teaching and learning.

