



Center for Disability Services

2000 Tower Street Everett, WA 98201-1390

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IEP and 504 Plans

Everett Community College Dual Credit Programs

EvCC's Dual Credit Programs include Career and Technical Education (CTE) and College in the High School (CHS), in partnership with local school districts. These classes are taught by qualified High School teachers who have completed the EvCC Faculty Mentor Evaluation within a district with an active Inter-Agency Agreement and provide an opportunity for High School students to gain concurrent college and high school credits.

Individual Education Plans and 504 Plans do not automatically transfer to college.

While both High Schools and Colleges must ensure that students with disabilities have equal access to educational opportunities, they are governed by different laws. Because of this, the accommodations listed on a student's IEP or 504 Plan may not always apply in a class that also offers college credit.

K-12 Laws are about <u>student success</u>	Higher Ed Laws are about <u>equal access</u>
Individuals with Disabilities Education Act (IDEA) is a federal law that assists students in public education from 3 years old until the completion of High School. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination by ensuring students with disabilities are not denied access to programs and services receiving federal funding.	A civil rights law, the Americans with Disabilities Act of 1990 (ADA) protects students with disabilities from discrimination. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination by ensuring students with disabilities at public colleges have equal access to services by addressing barriers through accommodations.
Students receive an IEP or 504 Plan through the designated district process, which automatically follows them through school.	Students get approved an accommodation plan through the College's Disability Services office and must request accommodations for each class.

For more information regarding laws and legal mandates, see the **Additional References** section of this document.

As part of the Memorandum of Understanding (MOU) between the school district and Everett Community College: (A) The district will have the responsibility to: (1.) Assure compliance with federal and state laws concerning reasonable accommodations for disabled students, the development of the individualized educational program, and student safety.

The College wants to ensure student access and reduce additional barriers for students. We must ensure that we maintain the integrity of a course's **core learning outcomes** while providing access for those students with disabilities. All college students must meet a course's core learning outcome or objective. An accommodation that changes the core learning outcome is considered a **Fundamental Alteration** and is not permitted.

Although an IEP or 504 Plan does not automatically transfer to the college level, instructors may implement some accommodations without the student being required to register for formal college accommodations at EvCC. The table below is an example of common accommodations, but not an exhaustive list. Contact us if you have any additional questions!

Instructors can Implement These Directly	Instructors should refer students with these accommodations to the CDS Office at EvCC	
Common accommodations in both K-12 and Higher Ed	Accommodations must be evaluated for eligibility by the Center for Disability Services at EvCC	Accommodations <u>only</u> eligible for High School Credits
<p>General</p> <ul style="list-style-type: none"> • Breaks during class time (class does not pause) • Elevator access or classroom relocation to the ground floor • Sitting in a location that works best • Accessible furniture for physical disabilities • Classroom adaptive technology or ergonomic computer peripherals 	<p>General</p> <ul style="list-style-type: none"> • Headphones or earmuffs during class • Adjusted course scheduling, pacing, or timelines 	<p>General</p> <ul style="list-style-type: none"> • Any fundamental alteration or modification to the curriculum • Specialized 1:1 Instruction • Adjusting performance standards • Pass/Fail grading or other Modified grading (Grading systems can not be modified for one student due to their disability) • Reduced workload • Personal services (1:1 paraeducator) • Transportation Assistance
<p>Testing</p> <ul style="list-style-type: none"> • Extended time on tests (Generally 1.5x or 2.0x) • Alternative environment for taking tests • Taking breaks • Using a TTS (Text-to-Speech) Reader 	<p>Testing</p> <ul style="list-style-type: none"> • Unlimited time on tests • Calculator allowance • Notes or open-book allowance • Using a human scribe or reader, such as a paraeducator 	<p>Testing</p> <ul style="list-style-type: none"> • Testing retakes • Reduced test questions • Easier test questions

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<p>Assignments</p> <ul style="list-style-type: none"> • Alternative environment or reduced distraction environment for in-class assignments • Additional time for short turnaround assignments 	<p>Assignments</p> <ul style="list-style-type: none"> • Flexible assignment deadlines • Provide oral instead of written assignments 	<p>Assignments</p> <ul style="list-style-type: none"> • Shorter assignments • Reduced assignment requirements • Easier assignments • Require that instructors accept late work after the grading period (quarter/semester) has ended • Excused Assignments
<p>Reading & Writing</p> <ul style="list-style-type: none"> • Using a TTS (Text-to-Speech) Reader • Using VTT (Voice to Text) or Dictation • Alternative Format of Material (ie: Digital, Non-digital, Braille, Large-Print) 	<p>Reading & Writing</p> <ul style="list-style-type: none"> • Use of Artificial Intelligence (AI) • Human Scribe or Reader (such as a paraeducator) 	<p>Reading & Writing</p> <ul style="list-style-type: none"> • Reduced workload • Instructor highlighting important concepts in reading material
<p>Attendance</p> <ul style="list-style-type: none"> • Attending alternative lecture sessions 	<p>Attendance</p> <ul style="list-style-type: none"> • Excused Absences or Flexible Attendance 	<p>Attendance</p> <ul style="list-style-type: none"> • Reduced coursework during absences
<p>Classroom Participation and Lectures</p> <ul style="list-style-type: none"> • Trigger Warning notification and permission to leave during sensitive discussions • Digital device for in-class notetaking 	<p>Classroom Participation and Lectures</p> <ul style="list-style-type: none"> • Classroom support, aid, scribe, reader, paraeducator, or other 1:1 staff person • Class Presentation Alternatives • Group Work Alternatives • Permission to audio record lectures 	<p>Classroom Participation and Lectures</p> <ul style="list-style-type: none"> • Slower paced instruction • Outline of teacher's lecture notes, if not provided to the whole class • Simplifying or reducing steps required for the completion of classroom activities
<p>Communication</p> <ul style="list-style-type: none"> • ASL Interpreters • Communication Devices (AAC Device) • CART or Real-time Captioning • Assistive Listening Devices • Verbal instructions provided in writing 	<p>Communication</p> <ul style="list-style-type: none"> • Use of Artificial Intelligence (AI) • Visual cues during lectures and visual/audio descriptions for students with visual or sensory disabilities. 	<p>Communication</p> <ul style="list-style-type: none"> • Specialized or differentiated instruction for one student based on their needs, interests, or skill level

Accommodations Through the CDS Office

If students have accommodations or modifications listed above in the columns titled "Instructors should refer students with these accommodations to the CDS Office at EvCC," or if a student has an extensive IEP or 504 Plan, they should plan to register with the CDS Office at EvCC.

Students can do that by going to **www.everettcc.edu/RegisterWithCDS**. They will need to submit a "New Student Accommodation Application." This application allows the student to upload a copy of their IEP or 504 Plan and any other supporting documentation they want to provide. After the CDS Office receives this application, we will schedule an Accommodation Intake Appointment with them on Zoom to complete the interactive process required by law for college-level accommodations.

Instructor Responsibilities

Once this process has been completed, instructors will receive the student's **Faculty Notification Letter** or Accommodation Letter via email once the student's classes have been entered into CTCLink. If you need a student's accommodation letter earlier than this date, please email **cds@everettcc.edu**. We also try to send this letter to the student's High School counselor, IEP Manager, or other administrator when possible.

When you receive a **Faculty Notification Letter** from the CDS Office, there will be a list of Faculty Responsibilities towards the end of the document. These action items include:

- Communicate with the student about the accommodations listed in the letter. Students are responsible for contacting their instructors, but faculty are welcome to initiate this conversation.
- Confirm that you received the letter. You can do this by following the directions on the letter to access the Faculty AccessPortal and confirm online, or you can reply to the email.
- Implement the accommodations in your class, as needed. If you have any questions about how accommodations should be implemented, you can contact the CDS Office or review the Faculty Accommodation Resources at:
<https://www.everettcc.edu/students/cds/faculty-accommodation-resources>

Additional Notes

For all other Dual Credit Programs including **Running Start, Ocean Research College Academy (ORCA), SummerSmart and Underage Admissions, Youth Re-Engagement (U3), and High School Completion** students must register with the CDS Office to be eligible for academic accommodations.

If you have any questions about the implementation of accommodations in your class, please contact the CDS Office at cds@everettcc.edu at any time for support! We look forward to working with you and your students!

Contacting the CDS

Office Phone	425-388-9272	CDS Virtual Zoom Lobby Join URL: https://zoom.us/j/731121588 Meeting ID: 731-121-588 Available Monday - Thursday 9:30 a.m. - 4:00 p.m.
Email	cds@everettcc.edu	

Additional References

CDS @ EvCC: The Differences Between High School and College (PDF)

<https://www.everettcc.edu/files/students/cds/hs-vs-college.pdf>

CDS @ EvCC: Accessibility, K-12 and Higher Education: Transitioning to College

<https://www.youtube.com/watch?v=DgguBcxE1wA>

National Center for College Students with Disabilities (NCCSD): Universal Design in Teaching and Learning

<https://nccsd.ici.umn.edu/clearinghouse/audience-specific-resources/faculty--instructors/ud>

UW's DO-IT (Disabilities, Opportunities, Internetworking and Technology) Center: The Faculty Room

<https://www.washington.edu/doit/programs/accesscollege/faculty-room/overview>

National Center for College Students with Disabilities (NCCSD): Future College Students

<https://nccsd.ici.umn.edu/clearinghouse/audience-specific-resources/future-college-students>

National Parent Center on Transition and Employment: Preparing for Postsecondary Education

<https://www.pacer.org/transition/learning-center/postsecondary/>

Understood.Org: Are there IEPs and 504 Plans in College

<https://www.understood.org/en/articles/are-there-ieps-and-504-plans-in-college>

United States Department of Education: Increasing Postsecondary Opportunities and Success for Students and Youth with Disabilities (PDF)

<https://www.ed.gov/sites/ed/files/policy/speced/guid/increasing-postsecondary-opportunities-and-success-09-17-2019.pdf>

Washington Office of Superintendent of Public Instruction (OSPI): Special Education WAC and Federal IDEA

<https://ospi.k12.wa.us/student-success/special-education/laws-and-procedures/special-education-wac-and-federal-idea>

Washington Office of Superintendent of Public Instruction (OSPI): 504 Plans and Students with Disabilities

<https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights/resources-school-districts-civil-rights-washington-schools/504-plans-and-students-disabilities>

CDS @ EvCC: Policy, Laws & Legal Mandates

<https://www.everettcc.edu/students/cds/policy-laws-legal-mandates>

www.everettcc.edu/cds

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. Contact the following people with inquiries or complaints regarding discrimination, Title IX compliance, or Americans with Disabilities Act compliance: Equal Opportunity Director: EqualOpportunity@everettcc.edu, 425-388-9271; ADA Coordinator:

ADACoordinator@everettcc.edu, 425-388-9232; Title IX Coordinator: TitleIXCoordinator@everettcc.edu, 425-388-9271. All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the [Equal Opportunity and Title IX website](http://EverettCC.edu/EqualOpportunity): EverettCC.edu/EqualOpportunity