

CONCURRENT ENROLLMENT STUDENTS ACCOMMODATION INFORMATION

Students enrolled in Manhattan Tech Concurrent/Dual Enrollment (CE) wishing to receive accommodations must request accommodations per higher education disability law. Manhattan Tech generally prefers to defer to previously approved and effective accommodation plans created by appropriate high school staff, as long as the requested accommodations do not compromise the completion requirements of the college course.

If accommodations in a 504 plan or IEP have proven effective for a student's educational success, they should continue in CE classes.

Faculty, staff, parents, and students may contact Manhattan Tech to discuss or verify accommodations for CE classes. Students must meet with Manhattan Tech and complete additional eligibility requirements for new accommodation requests (not included in a current 504 plan or IEP). Students should also be aware that the provision of accommodations for CE courses may not transfer or remain in force upon college matriculation after high school graduation.

COMMON ACCOMMODATIONS APPROVED IN COLLEGE

- Extended time on tests (generally 1.5 or 2x)
- Distraction-reduced testing location
- Use of a reader for a test - verbatim only
- Prioritized seating, depending on student needs
- Copies of class notes taken by a peer
- Instructor's notes and/or PowerPoint slides sent electronically to the student ahead of the class

MODIFICATIONS NOT APPROVED IN COLLEGE

- Completing only 50% of questions on a test
- Reduced options on multiple choice tests
- Reduced or shortened assignments
- Fewer problem sets for homework
- Course materials modified to reading level
- Being allowed to turn in assignments late or take tests multiple times to improve a grade

Students requesting accommodations, need to disclose their need for accommodations through the online [Accommodations Request Form](#). After submitting the request form and gathering all necessary documentation, the student will need to make an appointment by scheduling online, via the link they receive, or calling **785-587-2800**. If the student is approved for additional accommodations through Manhattan Tech, the student will provide the instructor a letter of accommodation that specifies which accommodations to provide. Please do not assume that a high school IEP or 504 plan meets college approved accommodations in college concurrent enrollment classes.

Manhattan Tech recognizes that both students and faculty may need assistance in understanding what for many is a new system of providing accommodations for students with disabilities. Please contact us about questions or concerns or if you would like to discuss a particular student or accommodation for your college classes. We are also available to discuss plans for students coming to Manhattan Tech after they graduate from high school to provide a smooth transition.



QUESTIONS?

accommodations@manhattantech.edu
Phone: 785-320-4519
3136 Dickens Ave
Manhattan, KS 66503





REQUEST FOR STUDENT ACCOMMODATIONS

1

Disclose and Submit Documentation



Complete and submit the online [Accommodations Request Form](#) & submit documentation of your disability. Review the documentation guidelines for specific requirements.

If your documentation is not sufficient, you may need to provide additional documentation.

manhattantech.edu/Accommodation/Request/Form

2

Meet to Discuss Accommodations



Once your documents are received and accepted by Manhattan Tech, you will be notified, via email, to schedule an accommodation plan meeting. Through this process, an individualized accommodation plan will be developed.

Accommodations can be approved and activated throughout the semester, but are not retroactive. Untimely requests may result in delay, substitutions, or the inability to fulfill the request(s).

3

Letter of Accommodation



After or during the accommodation planning meeting, you will be provided a [Letter of Accommodation](#). You will need to provide the letter to your instructors and communicate with them directly about the accommodations you are approved to receive.

4

Renew Each Semester



Returning students who have registered for courses should arrange for student accommodations each semester. Letter of Accommodations documents must be renewed each semester for new courses.

High School Accommodations



Students enrolled in Manhattan Tech Concurrent/Dual Enrollment (CE) wishing to receive accommodations must request accommodations per higher education disability law requirements of the college course. Scan the QR code to learn more.

Documentation Guidelines



- All documentation must be typewritten on letterhead, dated, and signed by an evaluator with the training and appropriate licensure to conduct evaluations and render diagnoses.
- The documentation must be recent and include the evaluator's name, title, professional credentials, and contact information.
- If you are disclosing more than one disability and/or diagnosis, please follow specific guidelines (scan QR code) and submit appropriate documentation for each disability and/or diagnosis disclosed.

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