



College of Court Reporting Non-Discrimination Policy

455 West Lincolnway
Valparaiso, Indiana 46385
866-294-3974 – 219-531-1459
www.ccr.edu

Non-Discrimination Policy

College of Court Reporting is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its students and staff; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the College seeks to develop and nurture diversity. The College believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches life.

College of Court Reporting views, evaluates, and treats all persons in any College related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

College of Court Reporting is committed to the goal of achieving equal opportunity for all and, accordingly, does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, or status as a disabled veteran of the Vietnam era. Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. College of Court Reporting will work with prospective and existing students to determine whether reasonable accommodations can be effective and/or are available. College of Court Reporting is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Inquiries concerning this policy should be addressed to the College of Court Reporting's Executive Director by calling 866-294-3974 or by mailing the Executive Director at College of Court Reporting, 455 West Lincolnway, Valparaiso, IN 46385.

New Students: Students interested in enrolling and in need of academic adjustment or auxiliary aids are urged to notify the Director of Admissions in writing by completing the "Disability Disclosure and Accommodation Form" which documents the nature and extent of the disability, type of accommodation or auxiliary aids needed, the class for which accommodations are requested and the start date of the accommodations. The request should be made at least four weeks in advance of the date needed. The Director of Admissions will respond within two weeks of receiving the request.

Enrolled Students: Currently enrolled students in need of assistance should contact the Executive Director in writing by completing the "Disability Disclosure and Accommodation Form" (defined above). The request should be made at least four weeks in advance of the date needed. The Executive Director will respond within two weeks of receiving the request.

If you are a New Student or Enrolled Student requesting an accommodation, download the form from the College of Court Reporting website at ccr.edu > Registration > College Admissions > #5 Disability Disclosure and Accommodation Form. Completed forms may be submitted to College of Court Reporting in any of the following ways:

Fax: (219) 531-6089

Mail: College of Court Reporting
455 West Lincolnway
Valparaiso, IN 46385
Drop off in person Monday-Friday 9:00 am - 5:00 pm.