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## *Educational Session*

### **2369 - Transferring Credits and Accommodations**

Transition Programs and Services, Partnerships and Collaboration

As more and more students with accessibility needs are on college campuses, there is a need to include information on how to transfer accommodations in the transfer process. The session would include discussion of the general transfer process, how to transfer accommodations, and how the Advising and Transfer Center and The Office of Accessibility (TOA) are collaborating to disseminate this information in the transfer process.

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Bucks County Community College

# Transferring Credits and Accommodations

**Presented By**

**Debora Bergen, M.A.**

**Jennifer C. Osinski, M.Ed., M.S.**



**Advising &  
Transfer Services**



**Accessibility**

# Introductions

- Debora Bergen
- Jennifer Osinski

# Objectives

- General Accommodations Process in High Education
- General Transfer Process in High Education
- Collaboration Between Accessibility/Disability Services and Transfer Services
- Support Special Populations During the Transfer Process
- Collaboration Between Institutions
- Support Student Self-Determination and Self-Advocacy

# General Accommodations Process

- Student self identifies
- Documentation is provided
- Intake Interview
- Documentation is reviewed
- Reasonable accommodations are approved/denied
- Student works with their instructors
- Appeal Process

# General Transfer Process

## **TRANSFER PLANNING STEPS**

1. Choose a major.
2. Select colleges that offer the major.
3. Check to see if Bucks has an agreement for the school.
4. Meet with a Professional Advisor.
5. Make a plan.
6. Apply to the schools you have chosen.
7. Self-Disclosure and identification

# Collaboration on the Web

SERVICES + RESOURCES

## Accessibility Transfer Support

### STUDENTS TRANSFERRING FROM BUCKS COUNTY COMMUNITY COLLEGE (BUCKS) TO ANOTHER INSTITUTION (COLLEGE/UNIVERSITY)

Students transferring from Bucks County Community College (Bucks) should:

1. Apply online to the transfer institution(s), submit a request that their Bucks transcript is sent directly to the institution(s). Transcript Request Form [\[PDF\]](#)
2. Apply for Financial aid or update the FAFSA.
3. Many applications require essays and **The Academic Success Center** can assist in the writing of the application essays.

If you choose to disclose your disability, you must contact the Disability Services Office at your new institution for their policies and procedures on how to register for services. Under the Americans with Disabilities Act of 1990, students are not required to disclose any disability on their application. It is the responsibility of the student to contact the Disability Services Offices at any higher education institution where they are taking classes or participating in programming if they would like to have accommodations put in place.

Steps to follow for current Bucks students looking to obtain accommodations at a transfer institution:

1. Contact the Disability Services Offices at the transfer institution.
2. Obtain all contact information for the person(s) that the student will be working with at the transfer institution Disability Services Offices.
3. Contact the Bucks Accessibility Office, from your Bucks email address, to request your documentation and current Faculty Accommodation Memo be sent to your Bucks email.
4. The Bucks Accessibility Office representative will then forward your Faculty Accommodation Memo and documentation to your Bucks email. **Please note, it is the student's responsibility to provide all documentation and currently approved accommodation to the Disability Services Offices at the transfer institution.**
5. If the student is not a current Bucks student, they will need to make an appointment with a learning specialist in the Accessibility Office for a transfer appointment. At that time, the student will sign a release form enabling TAO to provide all documentation and last Faculty Accommodation Memo to the student.



### STUDENTS TRANSFERRING INTO BUCKS COUNTY COMMUNITY COLLEGE (BUCKS) FROM ANOTHER INSTITUTION (COLLEGE/UNIVERSITY)

If you are a student transferring to Bucks from another institution, you should:

- SERVICES + RESOURCES
- CAMPUS RESOURCES
- ACCESSIBILITY OFFICE**
- OUR STAFF
- FAST FACTS
- INFORMATION FOR STUDENTS
- FORMS
- AACHIEVE!
- INFORMATION FOR FACULTY
- ADAPTIVE RESOURCES
- ASSISTIVE SOFTWARE TECHNOLOGY RESOURCES
- ACCESSIBILITY TRANSFER SUPPORT
- CAMPUS RESOURCES
- COMMUNITY RESOURCES
- COMFORT DOGS
- LADY GRAY LEGACY SCHOLARSHIP
- ACCESSIBILITY SCHOLARSHIPS



# What Students Need

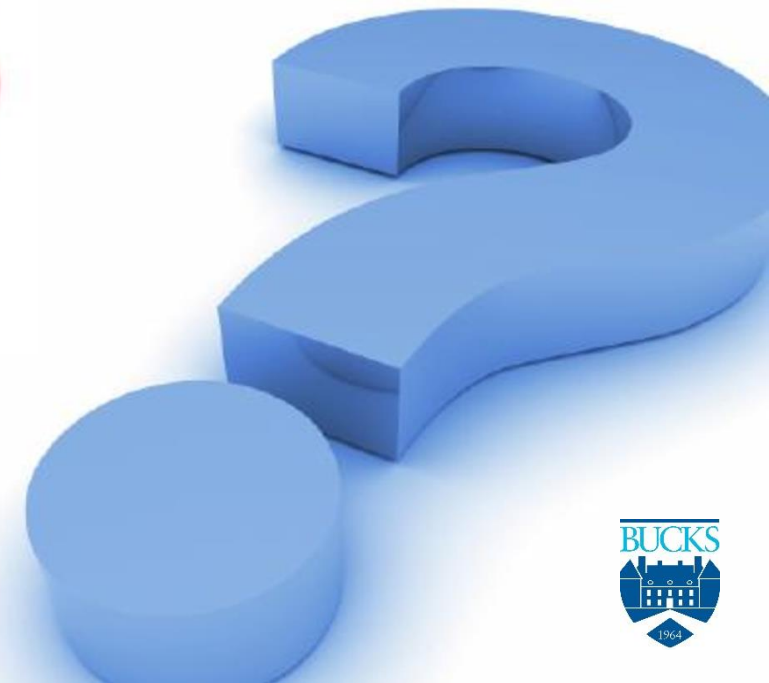
- Transfer Checklist
- Documentation of Disability
- Transcript
- Information about the new institution
- Information about the new institution's Accessibility/Disability process and requirements
- Contact information for about the new institution's Accessibility/Disability department



# How Can We Help?

- Campus Visit
- Matching Credits
- Transfer Agreements
- Accessibility/Disability Services (Home School)
- Accessibility/Disability Services (Transfer School)
- Transcripts
- Documentation

# Questions



# Recommendations & Next Steps

- Four-Year Schools to share the transfer and accommodations process for students in advance (transfer fairs and information sessions)
- Support student research and outreach when preparing for transfer
- Bring down the silos! Departmental and institutional collaboration to make the transfer process more holistic

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