

## Procedure #1725

### Students with Disabilities

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- Students:**
- Students with disabilities that wish to request accommodations such as testing services, note-taking, digitally accessible materials, assistive technology, signed language interpreters, etc., must do so through Student Accessibility Services (SAS).
  - Students with disabilities may request services at any time prior to the start of term or during the academic year.
  - Students seeking services must complete an application for services and submit appropriate documentation to SAS.
  - Documentation of disability does not become part of the student's educational record and is stored separately in SAS.
  - SAS will retain records of disability for a period of three years from the last date of contact.
  - Students who reconnect with the college after a 3-year hiatus must reapply and follow the outlined process for services.
  - Students who have been approved for accommodations by SAS must log into their Accessible Information Management (AIM) account each term and select the classes in which they choose to utilize their accommodation.
  - Students can choose not to utilize their authorized accommodations.
  - Accommodations are not retroactive.
  - Students are not required to disclose disability diagnosis or barrier impacts to anyone outside of SAS.
  - Students may seek temporary accommodations due to an injury or emergency-related illness.
  - Students who would like to appeal an accommodation determination should follow the process outlined on the college web pages.
  - Students who feel that they have been discriminated against due to disability should follow the steps outlined on the college web pages in accordance with college procedure #1750.
- SAS Staff:**
- SAS is authorized by the college to determine academic adjustments, auxiliary aids, and services for students with disabilities.
  - An Accommodation Specialist will engage with the student in an interactive process, review documentation of disability, and on a case-by-case basis determine and authorize appropriate accommodations.
  - A reasonable accommodation is a modification that provides access to courses, facilities, and programs including labs, practicums, and internships. Examples of modifications include but are not limited to; academic adjustments, assistive technology, digital access, adaptive equipment, note-taking, testing and assessment accommodations, and reduced credit load.

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### Students with Disabilities

(continued)

- An accommodation may not be deemed reasonable if it fundamentally alters an essential requirement of a program, poses an undue financial or administrative burden, or poses a threat to others.
- SAS staff will send out a Letter of Accommodation (LOA) to both the instructor and the student listing the authorized accommodations through the college email system.
- SAS does not share the specific nature or diagnosis of the disability. Only the functional impact of the student's disability may be discussed with faculty on a need-to-know basis.
- SAS will work with faculty and staff to address barriers to access and implementation of accommodation.
- The Family Education Rights and Privacy Act (FERPA) and the Americans with Disabilities Act as Amended (ADAAA) do not allow sharing of records with third parties or family members. Students may sign a release of information with SAS that permits staff to discuss general information only with the entity designated in the signed release.

#### Employees:

- All employees are responsible to refer a student making a request for accommodation to Student Accessibility Services.
- Faculty and staff outside of Student Accessibility Services do not have the authority to determine, approve, or deny accommodations and services for students with disabilities.
- Faculty members must implement the accommodations as outlined in the Letter of Accommodation from SAS.
- Faculty are obligated to contact SAS upon receipt of the LOA with any questions regarding the implementation of the authorized accommodations.
- Faculty may dispute the accommodation if they believe that it poses a fundamental alteration to the essential requirements of the program.
  - a. Faculty shall follow the Fundamental Alteration Process (FAP) as outlined on the college web pages.
  - b. Accommodations shall be provided as outlined in the LOA until the outcome of the FAP has been determined.
- Faculty should maintain confidentiality of the information received from LOAs. Faculty should refrain from discussing or sharing a student's LOA with other faculty members or college employees outside of SAS.

December 12, 2007

*Adopted President's Advisory Council*

October 30, 2015; December 12, 2024

*Revised by College Executive Administration*

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*Revised*