

ACCOMMODATIONS

Any questions regarding the approval or implementation of accommodations should be discussed with the Disabilities Coordinator. Any issues will be resolved through discussion among the instructor, Disabilities Coordinator, student, and if necessary the Vice President of Academic Affairs.

Grievance Procedure Steps:

Students with documented disabilities are eligible for reasonable accommodations in accordance with the Americans with Disabilities Act and Amendment Act (ADAAA). These accommodations are determined by the Disabilities Coordinator in conjunction with the student and his or her treating physician or medical provider. The student then has the responsibility to inform individuals who have a need to know by providing them with a copy of the signed Accommodations Form. If the student has any questions or concerns regarding the nature of any accommodation provided or the process by which the accommodations is being provided, the student may schedule a meeting with the Disabilities Coordinator. In the event the student disagrees with the outcome of any meeting with the Disabilities Coordinator and requests additional review, the student recognizes and agrees to permit information related to his/her disability to be shared with faculty, staff, administrators, and legal counsel to determine appropriate action.

Challenge of Reasonable Accommodations:

If a student disagrees with any accommodations offered by the Disabilities Coordinator, the student has the right to have the decision reviewed through the following steps:

- 1) **Request a meeting with the Disabilities Coordinator** to review documentation, and related accommodations request. A summary of the meeting will be provided to the student with a copy placed in the student's file.
- 2) **Submit a Written Request-** If the student does not think the situation is resolved, the student must submit a written request to the Director of Student Services or the VP of Academic Affairs for a review of the situation. The administrators will review the decision made by the Disabilities Coordinator, and the student's concerns to determine if the student's request is denied or approved. A written decision must be provided to the student, and a copy placed in the student's file in the Disability Coordinator's Office, with copies provided to any other individuals involved in providing accommodations to the student.
- 3) **Approved Accommodations-** If a student believes that the accommodations she/he has been approved by the College are not being provided or being provided in a manner inconsistent with the approval, the student should take the following steps:

- 1) The Student should request a meeting with the individual, who is responsible for providing the accommodation to discuss the student's disability and accommodations needs.
- 2) The Student should schedule a meeting with the Disabilities Coordinator to discuss his or her issues and/or concerns.
- 3) If the situation is not resolved then the student should request a meeting with the VP of Academic Affairs or Director of Student Services as described above.

At each step of the review process documentation of the decisions and actions taken by the individuals involved in reviewing the decision will be placed in the student's academic file, with copies to those individuals with a need to know.

Students are reminded that

- 1) Not all accommodations available in high school are available in college.
- 2) Colleges do have the right to deny accommodations with respect to the specific requirements of a course, or a program of study.
- 3) Students must initiate the process by meeting with the Disabilities Coordinator, and by providing the documentation requested prior to receiving services.

Note: Revealing a disability to a specific instructor or staff member is not considered disclosure.

- 4) Accommodations are not retroactive; therefore, students are encouraged to disclose prior to starting classes, and to renew accommodations at the start of each semester, rather than waiting for a problem to develop before requesting services.