



Purpose

To provide policy regarding the provision of accessibility services for students with identified individual and specialized needs.

General Policy

The College shall establish the Accessibility Services office to support and provide general services to address the individual and specialized needs of students who have special health conditions, disabilities or limitations.

[Student Accessibility Services](#) shall be provided in accordance with Section 504 of the Rehabilitation Acts of 1973, as amended, in Part IV of the Workforce Investment Act, Perkins Vocational and Applied Technology Education Act of 1998 and the Americans with Disabilities Act as amended.

The goal of Student Accessibility Services shall be to ensure all qualified students have equal opportunity and access to programs and facilities of the College.

Information about a student's disability shall not be collected in the admissions process, and any information a student provides regarding a disability shall be considered strictly voluntary and treated as confidential.

Accessibility Service Requests

The following provisions shall apply to students who seek Accessibility Services:

1. Any student seeking reasonable accommodations shall be expected to initiate contact with the Accessibility Services Coordinator to request the service in a timely manner.
2. All students requesting reasonable accommodations due to a disability condition shall be expected to provide the Accessibility Services Coordinator with the necessary documentation to verify the disability.
3. Documentation submitted shall be from a qualified professional and shall include a specific disability diagnosis, description of assessment tools used to render the diagnosis, and a statement reflecting the student's current needs and level of functioning in an educational setting.

4. All documentation and information regarding a student's disability shall be kept confidential and separate from academic records, and inquiries pertaining to such documentation shall be directed to the Accessibility Services Coordinator.
5. Once disability verification documentation is received, the student shall be expected to schedule an interview with the Accessibility Services Coordinator to discuss the requested accommodations and resources available at the College and in the community.
6. Once the student is registered with the Accessibility Services Office, the student shall be responsible for requesting accommodations each semester and to maintain contact with the Accessibility Services Coordinator regarding any changes in status or circumstances.