

CON100 ADA ACCOMMODATIONS POLICY

Scope: Faculty, Staff, Students

Purpose: Define auxiliary aids and services for postsecondary students with disabilities in accordance with higher education's obligations under Section 504 of the Rehabilitation Act of 1973 (504) and Title III of the Americans with Disabilities Act (ADA).

First Issue: July 2010

Last Review: March 2025

Effective: April 2025

POLICY GUIDELINES

The College respects the right of any qualified student with a disability to request an accommodation to ensure that the academic program does not discriminate against or have the effect of discriminating against that student.

The Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendment Act of 2008 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against individuals with disabilities. Any qualified student with a disability may request an accommodation to ensure that the academic program does not discriminate against or have the effect of discriminating against that student. The disability/disorder must not prohibit the student from meeting the course outcomes. To determine eligibility for academic accommodations, the College requires current and relevant documentation from a qualified professional with expertise in the area of the diagnosed disability/disorder that establishes a disability and its impact on the student and confirms the need for each accommodation requested.

DEFINITIONS

Accommodation: A modification of policies, practices, or procedures that will allow the student with a disability/disorder to meet the requirements of the course or program. Examples of available accommodations may include, but are not limited to, auxiliary aids and modifications to courses, programs, services, activities, or facilities.

Disability: A physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Private Room: A designated area free from any other student and with minimal distractions. One anticipated distraction is that of a proctor for the testing.

Quiet Room: A designated area with minimal distractions and no more than four other students assigned to that space. One anticipated distraction is that of a proctor for the testing.

Proctor: A proctor, which may include but is not limited to team members/faculty assigned to oversee integrity of testing.

The College will take all steps necessary to ensure that its students are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity because of a lack of auxiliary aids and services for students with impaired sensory, manual, or speaking skills. The College, however, cannot honor requests for accommodations that would fundamentally alter academic requirements that are essential to the instruction being pursued by a student or are directly related to any licensing requirements, cause undue hardship on the College, or jeopardize the health or safety of others.

It is the responsibility of the student to make his or her disability status and/or need for an accommodation known to the College, following the process outlined below. Once notified, the College will work with the student to assess the practicality and effectiveness of each potential accommodation. Determinations regarding accommodations will be made on a case-by-case basis. An accommodation must be tailored to address the nature of the disability and the needs of the individual within the context of the requirements of the program of study. If there are two or more possible accommodations, and one costs more or is more burdensome than the other, the College may choose the less expensive or less burdensome accommodation that is still effective.

PROCEDURE

Any student requesting an accommodation must have the Accommodations Request Form completed by a qualified diagnosing evaluator. This form must be completed for each accommodation requested. Any questions regarding this form or the procedure should contact the GSC 504 Coordinator listed below. Documentation is submitted to the GSC 504 Coordinator; however, the faculty members in the course are responsible for carrying out the necessary accommodations including the proctoring of any exams. The 504 Coordinator is a resource for faculty as well in determining reasonable accommodations.

STEPS IN THE PROCESS

1. A student wishing to request an accommodation under this policy must notify the 504 Coordinator as soon as possible after the need for an accommodation becomes apparent. In order to begin the process of assessing potential accommodations, it is preferable that students notify and meet with the 504 Coordinator prior to registration for classes to discuss his or her needs and recommendations.

2. A student previously diagnosed with a disability/disorder and who used academic accommodations at a previous educational setting, must request that a copy of his/her test results and recommendations be sent by the diagnosing evaluator to the 504 Coordinator. However, additional documentation may be required to appropriately establish the need for any accommodation.
3. If the student is seeking an accommodation for a learning disability/disorder and has not been previously diagnosed with such a disability/disorder, the student will be provided with a Learning Disability/Disorder Verification Form and instructed to seek diagnostic evaluation. The 504 Coordinator does not establish the existence of a disability/disorder diagnosis or prescribe recommendations for permanent accommodations. A limited temporary plan may be recommended to allow time for diagnostic evaluation. Referral contacts may be suggested but the student may choose the qualified diagnostic evaluator.
4. Students with physical or mental disabilities other than learning disabilities must request that documentation be sent to the 504 Coordinator from the student's diagnosing professional.
5. The documentation required may include diagnostic test results, interpretations of test results, evaluation and assessments of the student demonstrating the need for accommodations due to a disability/disorder that substantially limits one or more major life activities; and information regarding the history of the disability/disorder and its impact on the applicant's ability to function. At a minimum, the documentation must be sufficient to apprise the College that the student currently has a disability that excludes the student from participation in, denies the student the benefits of, or otherwise subjects the student to discrimination in any program or activity. As a matter of convenience, attached to this policy is a form a student may use to obtain the appropriate documentation from a qualified diagnosing evaluator.
6. The 504 Coordinator will review the documentation and any requested accommodations and will discuss any alternative recommended accommodations with the student. The determination as to whether a requested accommodation will be granted lies with the 504 Coordinator. A minimum of 7 business days is required to implement the accommodations.
7. In the event that the 504 Coordinator or faculty deems a preferred requested accommodation may not be reasonable, the next 7 business days will be used to engage in an interactive dialogue. Within 24 – 48 hours (1-2 business days), the faculty, academic dean, President, and 504 Coordinator will meet to determine if a reasonable alternative accommodation is possible. A subsequent meeting will be held with the student within the 7 business days timeframe to engage in an interactive dialogue and to present any alternatives including a rationale to the student.
8. Temporary accommodations may be developed and implemented by the 504 Coordinator only if the student has provided documentation of accommodations provided at another institution of higher learning or an Individual Education Plan (IEP) prior to attending GSC. If

the documentation is not current within the last two years, temporary accommodations will only be developed and provided if the student has an appointment in the near future with a psychologist for updated evaluation and recommendations. Temporary accommodations are only awarded once and only for one semester.

9. The 504 Coordinator will then notify the student of the determination and it is the student's responsibility to work with the individual faculty for each course in which accommodations are requested. Students also receive instructions regarding the process for implementing or waiving accommodations within a course.
10. The student must contact each course faculty/ professor separately regarding the accommodations. Students are asked to share the approval form with faculty and faculty members must attest to receiving the accommodations via the link included on the faculty form and note the date/time the notice is received on the form. If the need for an accommodation is known prior to the beginning of a semester, the student is asked to work with the 504 Coordinator as soon as possible to ensure all documentation is completed that is necessary to issue the faculty form for the professor responsible for the course or courses in question.
11. Students who receive accommodations must meet with the 504 Coordinator at the end of each semester to discuss their progress.
12. For each semester student wishes to have an accommodation, the student must fill out and submit a new Continuing Accommodations Request Form to the 504 Coordinator at least 7 business days before the start of the semester.
13. If a student feels that his or her accommodations are not being met, he/she must notify the course instructor to pursue an informal resolution of the situation. If the situation is not resolved via informal means, the student is encouraged to initiate the formal grievance process outlined in CON500 COMPLAINT AND GRIEVANCE PROCEDURE DISABILITY found on the Policies page of the college website and under Policies.
14. If a student has an academic accommodation in place and chooses not to use the accommodation(s), the student is required to meet with the 504 Coordinator and sign a waiver stating that he or she does not wish to use the accommodations.
15. Except when necessary to further the purpose of this policy or where otherwise required by law, documentation of a student's disability will be kept confidential and will not be shared with other administrators or faculty members without the student's consent according to FERPA.

RESOURCES

For all inquiries, contact academicsupport@email.gscollge.edu.



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FORMS

Request for Accommodations