

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES SERVICES FOR PERSONS WITH DISABILITIES	Procedure 6.04.04.01
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Providing Student Accommodations

The College's Office of Learner Accessibility and Equity (Office) establishes and communicates reasonable accommodations for students with documented disabilities. It is the responsibility and choice of the student to make their disability known to the Office and to request reasonable accommodations in a timely manner. Qualified individuals with disabilities are expected to meet the academic requirements of any course in which they are enrolled, with or without an accommodation.

Definitions

Essential Eligibility Requirements: the fundamental academic or other technical standards required for admission to or participation in the university's programs, services or activities that an individual must be able to meet with or without an accommodation.

Qualified Individual with a Disability: someone who, with or without an accommodation, meets the essential eligibility requirements for participating in programs, services or activities provided by the College.

Accommodation: an adjustment or modification in the academic environment that enables an qualified individual with a disability to enjoy equal access to the College's programs, services or activities. Examples of academic accommodations include, but are not limited to, extended time, scribes, interpreters, reduced distraction testing environment, and ability to record lectures. The provision of auxiliary aids may be an accommodation.

Auxiliary Aids: effective methods of making academic materials available to students with disabilities. Examples of auxiliary aids include, but are not limited to, audio recorders, talking calculators, Braille tests, text to speech, assistive listening devices, raised line drawings, voice synthesis software and screen magnifiers.

Procedure for Requesting an Accommodation

In order to receive accommodations, a student must:

1. Register with the Office by completing the registration form.
2. Meet with a representative of the Office (in person, by phone, or virtually) to engage in an interactive process to determine eligibility for accommodations.
3. Provide the Office with current, comprehensive documentation of their disability by a qualified professional upon request.
4. Approve the accommodation letter that will be provided to the student's instructors.
5. Inform instructor(s) in a timely manner when requesting to use accommodations.

Reasonable accommodations are designed to reduce the impact of a disability on a task or activity. Such adjustments do not guarantee a student's success, but are intended to offer a fair and equal opportunity for access despite a student's particular disability. Accommodations may apply to the following categories:

- Classroom environment
- Architectural barriers
- Instructional policies, practices and/or procedures
- Materials and activities through the use of auxiliary aids and services

All accommodations are designed to enable a student to enjoy the benefits and privileges of the college's programs, services, and activities. The College will provide accommodations when deemed necessary and reasonable for a particular student and are determined on a case-by-case basis through collaboration with the student and the Office.

Accommodations may not fundamentally alter the standards of a course or program or create an undue burden on the College. Generally, the College does not offer accommodations that:

- Fundamentally alter essential eligibility or academic requirements for a degree program, course requirements, or basic pedagogy.
- Guarantee the student success or require the College to be responsible in making the student successful; or
- Require the College to pay or provide for items or services of a personal nature, including but not limited to personal care assistance, private transportation, or educational supplies used by all students.

The Office may develop further internal procedures consistent with College policy and this procedure.

Faculty and Staff Responsibilities

If a student requests a faculty or staff member to implement an accommodation due to the student's disability and the accommodation has not been approved by the Office, the faculty or staff member should notify the Office. All faculty and staff are expected to comply with any student accommodation approved by the Office.

Grievance Procedure

Students may appeal a decision of the College related to disability accommodations and service, as well as other disability related complaints, through Policy 6.03.05 – Student Grievance.

Cross Reference: Policy 6.04.04

Procedure Approved: May 23, 2023