

Identification

Students with disabilities may be identified by one or more of the following methods:

1. self-identification by a student with a disability;
4. placing information in each admissions packet which can be filled out and returned to the Coordinator of Services for Students with Disabilities.

Orientation

Students with disabilities are required to meet with the Coordinator of Services for Students with Disabilities prior to receiving accommodations. At that time, the Coordinator will determine what accommodations are reasonable. The Coordinator will explain the services available to assist students with disabilities, which may include the following:

1. parking;
2. reasonable modifications;
3. restroom facilities;
4. drinking fountains; and
5. building entrances, exits, and traffic flow.

Procedure for Resolving Accommodation Issues

When a student requests accommodations, the Student Success Center shall be responsible for determining whether or not a disability is impeding his or her educational access or progress. A student anticipating the need for accommodations should contact the Student Success Center at least six weeks prior to the start of the semester to allow adequate time for preparations to be made. When a student is determined to have a disability impeding educational access, the center plans a program of service for him or her consistent with the disability. In combination, program modifications, auxiliary services and academic adjustments are referred to as “academic accommodation.” When a person (student or employee) has information that a student with a disability is being (or has been) denied an accommodation, such information is to be reported to the director of the Student Success Center. The director and the College’s affirmative action officer will meet with the student and/or the employee alleged to have denied the accommodation for the purpose of discussing any necessary corrective action. If the matter is not resolved, it will be referred to the appropriate vice-president for action. Nothing contained in this section shall be deemed to prohibit a student from filing a grievance pursuant to Board Policy 3512 and Article II, Section 3B of STUDENT RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT.

Parking Regulations

Students needing disabled parking permits are required to fill out a request form, at which time documentation must be furnished. Students will pick up the permit in the Campus Safety Office. Each student will be issued one permit, which will be displayed on the vehicle’s rear view mirror. The permit will be valid for the duration of the student’s studies at the College.

Grievances

Grievances by students with disabilities are permitted by following Board Policy 3512.

(Original signed by President Robert L. Mees)

PRESIDENT

AUGUST 23, 2011

DATE

ADOPTED: OCTOBER 5, 1983
AMENDED: FEBRUARY 22, 1988; JULY 15, 1996;
AUGUST 8, 2001; AUGUST 23, 2011
CROSS REF.: BOARD POLICIES 3510; 3512; 8310