

## CCS Administrative Procedure

### 3.20.01-A Accommodations for Students with Disabilities

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#### Implementing Board Policy [3.20.01](#)

Contact: District Academic Services Officer, 434-5060

#### 1.0 Purpose

To ensure compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and other relevant state and federal laws regarding providing services and accommodations to students with disabilities.

These procedures cover the process by which qualified applicants for admission with a disability may request and shall be provided reasonable accommodation in the admission process and qualified students with a disability may request and be provided reasonable accommodations, on a case by case basis, in his or her program of study and in college sponsored activities provided the student follows the procedure for requesting accommodations

#### 2.0 Limitations and Requirements

- 2.1 It is the student's responsibility to self-identify him or herself as having a disability to the Disability Support Services (DSS) Office at his or her educational institution and request services and/or accommodations.
- 2.2 Students must meet with the DSS staff/faculty designee for an initial intake interview where DSS services will be explained and release forms are signed.
  - 2.2.1 All materials related to a student's request for accommodations and documentation of disability will be placed in a separate private file.
  - 2.2.2 Students must provide appropriate documentation of their disability in order to receive accommodations.
- 2.3 Accommodations are determined on an individual basis and are formulated based upon documentation of disability and information obtained during the intake interview.
- 2.4 Support services identified in the accommodation plan are re-evaluated each quarter.

#### 3.0 Documentation of Disability

- 3.1 It is the student's responsibility to provide documentation of disability and cover any costs associated with securing it.
- 3.2 Documentation of a disability should include the following:
  - 3.2.1 Identification of the nature and extent of the disability and date(s) of diagnosis.
  - 3.2.2 Information which reflects the impact of the disability (e.g., function, range of motion, stamina, processing speed, memory, etc.).
  - 3.2.3 Medications and side effects.
  - 3.2.4 Documentation is usually provided by a physician, nurse practitioner, psychologist, learning disabilities specialist, rehabilitation or mental health counselor, or other qualified medical practitioner. Certain disabilities, which are obvious in nature, may not require documentation.
  - 3.2.5 Documentation must be current or the student may be asked to provide updated documentation. The Disability Support Services Office may request updated documentation when appropriate due to a change in the student's condition or disclosure of a new disability.

#### 4.0 Services and Accommodations

The services provided are determined on a case-by-case basis and may include, but are not limited to, the following:

- 4.1 Assistance in completing the admissions process.
- 4.2 Accommodations for completing financial aid forms.
- 4.3 Counseling, academic advising or referral to services.
- 4.4 Classroom accommodations (e.g., sign language/oral interpreters, note takers, readers, alternate testing, textbook format conversion, etc.).
- 4.5 Accommodations in the assessment process.
- 4.6 Priority registration (if justified by disability).
- 4.7 Referral to resources on and off campus.
- 4.8 Use of assistive technology (e.g., adaptive software and computers, scanners, ergonomic equipment, assistive listening equipment, CCTVs, portable keyboards, closed captioning, TTY's, voice recognition, etc.).

#### 5.0 Campus Contacts

- 5.1 SCC: Manager, Disability Support Services, 533-7169
- 5.2 SFCC: Counselor/Director, Disability Support Services, 533-4166
- 5.3 IEL: Counselor, Disability Support Services, 279-6037

#### 6.0 Related Information

- 6.1 [Americans with Disabilities Act](#)
- 6.2 [Section 504](#) of the Rehabilitation Act