

Requests for Accommodation

1. It is the responsibility of students with disabilities to begin the reasonable accommodation process by registering with Services for Students with Disabilities. Reasonable prior notice may be necessary in order to evaluate requests and to implement them, when appropriate. Services for Student with Disabilities may require the student to provide documentation in order to verify that the student has a disability that supports the need for a student accommodation. Therefore, students needing accommodation services are advised to notify Services for Students with Disabilities as early as possible to ensure there is sufficient time to review their requests. Some student accommodations, such as interpreters, may take time to arrange.
2. After requests are made, Services for Students with Disabilities will engage in an interactive process with qualified individuals with disabilities in order to cooperatively develop reasonable accommodations.
3. Students' requests for disability-based student accommodations, including those made by student applicants seeking accommodation in any academic program application process, must be referred to the college Disability Services office.
4. The Disability Services Office will evaluate accommodation requests, taking into account the content and nature of the courses, programs, or activities and individuals' need as documented by qualified professionals.
5. If there are disagreements regarding requested student accommodations, the campus Disability Services Office will facilitate discussions between the students and faculty members and/or offices or departments being requested to provide the accommodations. While student accommodations requests are considered, the college is not required to fundamentally alter the essential nature of their academic programs, services, or activities or implement accommodations that would otherwise create an undue financial hardship or administrative burdens.
6. If this ADA interactive process does not result in accommodations that are mutually acceptable, or alternative agreements are not reached, the students may appeal the denials with the Disability Services Office.
7. The College shall give primary consideration to the student accommodations that student's request, but the College may choose to provide alternative student accommodations if these are effective.
8. Students with disabilities are responsible for notifying the Disability Service Office if approved student accommodations are not implemented in effective and timely ways.
9. Students with disabilities shall not be required to pay part or all of the costs of such aids and services, nor shall students with disabilities be charged more for participating in programs or activities than students who do not have disabilities are charged.