

Board of Education Series—1000

STUDENTS WITH DISABILITIES

Student:

1. Follows established procedures for admission and registration.
2. Contacts Disability Services to request accommodations which may include, but are not limited to: access, registration, completion timelines, testing, academic adjustments, auxiliary equipment, or other aids.
 - a. Submits the appropriate written documentation and meets with accommodation specialist, at least four weeks (20 business days) in advance for classes, student club activities, athletics and events published in the college's quarterly schedule.
 - b. Submits written request at least five (5) business days in advance for other events scheduled by the college, such as teacher conferences, trips that are scheduled on an as needed basis and other special events.
3. Uses the grievance procedures in the Student Rights and Responsibilities document for any appeal.

Disability Services:

1. Works with students to determine appropriate accommodations based on documented disabilities.
2. Advises student as to appropriate service options and how to access those options.
3. Coordinates staffing with student, instructor(s), agency representatives, and appropriate others as needed. Lower division collegiate transfer, professional-technical and developmental education courses receive priority for service delivery in the event of a conflict in scheduling accommodations.
4. Updates and makes available information and resources on the Disability Services website.
5. Updates and makes available all appropriate materials for college staff working with students with disabilities.

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STUDENTS WITH DISABILITIES (continued)

- College Employees:**
1. Provides reasonable accommodations to students with documented disabilities.

December 12, 2007

Adopted President's Advisory Council

October 30, 2015

Revised by College Executive Administration

Revised