



## **625 POLICY – Student Support Services for Students with Disabilities**

### **625.1 Statement of Policy**

It is the policy and practice of Redlands Community College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the state and local requirements regarding students with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Redlands Community College.

In compliance with federal and state regulations, reasonable accommodations are provided to qualified students with disabilities. A qualified individual is a person who, with or without reasonable accommodations, can perform the essential functions of a program or course requirements. The essential requirements of an academic course or program need not be modified to accommodate an individual with a disability.

Adopted September 2017



## 625 PROCEDURE – Student Support Services for Students with Disabilities

### **625.1:1 Statement of Procedure**

Redlands Community College has designated an Americans with Disabilities Act (ADA) Compliance Officer to identify appropriate educational accommodations and determine eligibility to services for student with disabilities as defined by the Americans with Disability Act, and maintains all disability and academic adjustment/accommodation related records for students with disabilities.

The legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If a student has a disability requiring an accommodation, he/she must contact the Disability Support Services (DSS) office at [ada@redlandsc.edu](mailto:ada@redlandsc.edu). In order to receive academic accommodations for a disability, the student must complete the Accessibility Request form and provide appropriate documentation of their disability to the DSS office. This information may be mailed, emailed, or hand-delivered. Link for office location, the Accessibility Request form, and more information: <https://www.redlandsc.edu/content/accessibility>.

It is the responsibility of the student to have any official documentation that identifies their disability sent directly to the Redlands Community College DSS office from a diagnosing professional. It is the responsibility of the ADA Compliance Officer to review and approve any academic adjustments/accommodations based upon that professional referral. No other college personnel are authorized to approve academic adjustments/accommodations for students.

Students enrolling at Redlands Community College (Redlands) who have self-identified a disability that will in any way impair their access to the enrollment and/or learning process should be referred to the ADA Compliance Officer to ensure the student's needs are met so the student may meet his or her full academic potential while attending school at Redlands.

### **625.1:2 Initial Assessment**

The ADA Compliance Officer will interview the student to determine the nature of the disability and the specific documentation needed to (a) verify the disability and (b) to establish the basis for the development of appropriate educational academic adjustment/accommodations. It is solely the responsibility of the student to secure documentation from a diagnosing professional. This may be a copy of the psycho-



educational evaluation from high school (may be with an IEP); or it may be a note from a medical doctor or therapist concerning the diagnosis of the disability.

*Note about documentation: When a student makes an inquiry about the procedure of securing accommodations at Redlands Community College, the student is instructed to “secure documentation from your diagnosing professional.” Redlands Community College does not provide evaluations of students’ disabilities. It is the student’s general responsibility to ensure the documentation submitted by the appropriate professional is sufficiently detailed to allow the ADA Compliance Officer to correlate the diagnosed disability with the accommodations being requested as part of the initial assessment. For more information please reference the OCR Bulletin, Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities, September 2011. It may be found online: <http://www2.ed.gov/about/offices/list/ocr/transition.html>.*

The ADA Compliance Officer will discuss, with the student, the resources available both on and off campus and refer where appropriate.

Once the ADA Compliance Officer reviews an academic adjustment/accommodation request, the student will be provided with notification that the academic adjustment/accommodation has been approved or a reason for the denial of the request.

### **625.1:2 Accommodations**

When special physical arrangements are required as part of an academic adjustment/accommodation, the ADA Compliance Officer will communicate the requirement to Facilities Management or Physical Plant personnel.

The student shall be responsible for discussing with the ADA Compliance Officer any need for change(s) to the original academic adjustment/accommodation. The student shall also be responsible for informing the ADA Compliance Officer of any failure by Redlands to implement the academic adjustment/accommodation(s) as granted.

Students must request academic adjustments/accommodations each semester as needed.

The ADA Compliance Officer will be available to consult and collaborate with individual faculty members (when necessary) regarding academic adjustment/accommodations designated appropriate to their discipline and the student’s specific class section.

The ADA Compliance Officer will provide the required disability statement for the faculty syllabi.



Authorization of academic adjustment/accommodation(s) notification for faculty will be emailed each semester.

Adopted September 2017

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