

ADMINISTRATIVE PROCEDURE

TITLE: Accessibility Services

ADMINISTRATIVE PROCEDURE # 5140

RELATED TO POLICY # 5140 ACCESSIBILITY SERVICES

- A. Umpqua Community College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equality of access to Umpqua Community College classes and programs.
- B. The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 Section 3 defines disability as:
 - 1. Disability- The term disability means, with respect to an individual –
 - a. A physical or mental impairment that substantially limits one or more major life activities of such individual;
 - b. A record of such an impairment; or
 - c. Being regarded as having such an impairment.
- C. Students are responsible for requesting accommodations each term. In order to receive accommodations, students are required to submit appropriate documentation of their disability.
- D. Documentation is provided to Accessibility Services before the student can receive accommodations and will not be retroactive. Documentation should be updated as needed or if the diagnosis has changed. Documentation is confidential and kept secured in Accessibility Services and will not show on the student's transcripts. It will not be shared with staff unless there is an imminent danger.
- E. Documentation Guidelines- Current documentation guidelines are posted on Umpqua Community College's Accessibility Services page.
- F. If documentation is not available, the request will be evaluated on a case-by-case basis.
- G. Verification for eligibility of services is completed with Accessibility Services Coordinator and the student via an interactive process.

H. Accommodations offered include, but not limited to, the following:

1. Alternative Testing
2. Alternative Testing Environment
3. Alternative Media Format
4. Audio recorder
5. Notetakers
6. Interpreters
7. Flexibility of deadlines
8. Memory aides
9. Readers
10. Mobility Assistance

I. Faculty will be notified electronically of the approved academic accommodations.

J. Accessibility Services collects aggregate data that reflects the number of students who use the office, their identified disabilities, accommodations used and requested, and other pertinent data to reflect the work of Accessibility Services. No personal identifiable information is released.

K. Grievance Policy:

1. Denial of approved accommodations by Faculty
 - a. Students should contact the Accessibility Services Coordinator if an approved accommodation is not being honored in their course/program.
2. Denial of accommodation request by Accessibility Services Office
 - a. Students should use the Complaint/Grievance Form to appeal a decision regarding accommodations.

In certain situations, a Review Panel may be convened to address and resolve the grievance.

REFERENCES:

- 29 U.S. Code Sections 701 et seq.;
- NWCCU Standard 2.C.2 (*updated 3/19/2021*)
- ORS 659.850

RESPONSIBILITY:

The Chief Student Services Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2024-2025

DATE OF ADOPTION: 11/5/2019 by CC

DATE(S) OF REVISION: 1/17/2024 by CC

DATE(S) OF PRIOR REVIEW: