

Jamestown Community College
Disability Support Services

Special Modifications Request Procedure

When a student requests a modification which is beyond the scope of authority of the disability support services coordinator to decide (e.g. course substitutions), the request will be decided upon by a committee appointed by the dean of academic affairs. In such instances, these procedures will be followed:

The student will submit the request for the modification in writing to the disability support services coordinator. The coordinator will review the request and the process with the student, request additional supporting information from the student, as needed, and, based upon a review of this information, will write a summary and recommendation to the committee. The student's request should state reasons for seeking the modification and include documentation of disability from a certified professional. Documentation for students with a learning disability or attention deficit/ hyperactivity disorder should adhere to the guidelines published by the Association on Higher Education and Disability and/ or the Educational Testing Service. Both sets of guidelines are available in the disability support services office. Documentation that includes specific recommendations for academic adjustments will be helpful. Letters in support of the request from instructors, learning specialists, or tutors are strongly encouraged. Upon review of such documentation, the college may request additional information. In order to obtain further substantiating support for the request, the coordinator will request written permission to speak with the diagnostician and relevant tutors or instructors. Where information from external sources is needed to evaluate the request, it shall be the student's responsibility to see that the college receives the information.

Upon receipt of the student's request and supporting documents from the disability support services coordinator, the dean of academic affairs will call together a committee with the following composition for matters that involve course substitutions.

- The academic dean
- Faculty member from the area in which the disputed course is housed
- Faculty member from the student's major area of study
- Coordinator of the learning center for the student's campus.

The disability support services coordinator shall be present, but shall not vote.

In cases not involving course substitutions, the dean of academic affairs will call together an appropriate committee of relevant faculty members and/ or professional staff and may include the appropriate learning center coordinator. The disability support services coordinator shall be present, but shall not vote.

Committee Procedure

Normally, the committee will decide on the request within 30 calendar days of the receipt of the written request and documentation by the academic dean. Minutes of the meeting will be kept. If the modification request is denied, the minutes will reflect either:

- The student did not provide substantiating documentation,
- Or, that the only available alternatives to the course at issue would either lower academic standards or require substantial program alteration.

If a decision to grant a course substitution is made, the committee will decide what course or courses will be accepted as appropriate substitutions. The dean of academic affairs will notify the student of the decision and of the student's right to appeal, in writing within seven calendar days of the committee meeting. If a course substitution is granted, the academic dean will also notify the registrar in writing.

Appeal Process

In the case where the student is not satisfied with the committee decision, the student may appeal that decision in writing within 30 calendar days to the dean of student development. The dean shall review the student's request, documentation, and committee action, and may request additional information. The dean shall render a decision within 30 calendar days of receipt of the student's written appeal and shall communicate this decision in writing to the student and chair of the committee.

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