

Subject: Policy Statement for Students with Disabilities with Special Modifications Request Procedure	Reference:	Adopted: 1/97	Number:
Submitted by: Nancy Callahan Date: 3/27/08	Approved by: _____ _____		

Jamestown Community College

I. Policy Statement for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 state that qualified students with disabilities have the right to reasonable modifications in all on and off-campus academic programs and services, as well as in student services in order to make a college education truly accessible. The philosophy of Jamestown Community College is to do its utmost to maximize the educational opportunities of all its students. Thus, our policy regarding students with disabilities is a manifestation of our general approach to all students. We believe in treating students as individuals and in doing our best to meet individual needs.

To plan for necessary modifications and support services, students *must* contact the Disability Support Services Office coordinator and provide documentation that verifies the existence of a disability and supports the need for accommodation. The Disability Support Services Office can best meet the needs of students if requests for accommodations are made as soon as possible after the Master Schedule is published. For those students who have a disability requiring services and/or equipment from outside the college, such as course materials in alternate media or sign language interpreters 3 months advance notice is strongly urged. All disability-related information will be treated confidentially.

Programs, or portions of programs with separate admissions policies (e.g. field placements), may have additional performance criteria for students to review prior to application. The nursing program's *Essential Skills and Abilities* is published in the college catalog, in the nursing program brochure, and on the college website. The Occupational Therapy Assistant program's *Essential Skills* is available in the OTA program brochure and on the college website. Both programs require medical exams prior to field placement. Admission to the Professional Piloting program requires students to obtain an FAA First Class Medical Certificate prior to admission to the program. Both the Chautauqua County Sheriff's Law Enforcement and Corrections Academies require medical examinations, agility/ fitness exams and psychological profiling prior to acceptance. Full admissions criteria for both academies are published in the college catalog.

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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