



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Determining Eligibility for Accommodations for Students with Disabilities

Procedure Number: 07-2005-0005

Board Policy Reference: I.B.

Accountable Administrator: Vice President Student Affairs

Position responsible for updating: Director, Student Success Center

Original Date: 12-13-05

Date Approved by College Planning Council: 02-12-20

Authorizing Signature: *Signed original on file*

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Reviewed: 01-20

Purpose/Principle/Definitions:

In an effort to help students be successful and to be in compliance with federal, state and local statutes, Blue Mountain Community College will provide reasonable accommodations to students with documented disabilities.

It is the responsibility of the Office of Disability Services to determine eligibility for services based on documentation, historical evidence and the Disability Services Intake form. Disability Services will also determine accommodations for individual students found to be eligible.

Guidelines:

Using industry standards and legal guidelines, Disability Services will document and determine accommodations for students with disabilities. All documentation will be retained by Disability Services in a confidential manner and in accordance with documentation retention guidelines drafted by the state and the college. (See procedure #07-2003-0027.)

Procedure:

Students will provide any necessary documentation for their particular disability. Eligibility is determined by a review of the documentation by Disability Services. Appropriate accommodations are determined by the Learning Support Coordinator in consultation with the student. Official notifications of these accommodations are sent to the student's instructors by the Learning Support Coordinator. The notification to the instructor will contain the approved accommodations, but no information on the student's disability. The student must meet with the instructor to request the use of the approved accommodations. The student does not need to disclose the reason for the accommodation with the instructor.

When the student's accommodation requires special adaptive materials or equipment that are not housed at the college, i.e. digital tape recorders, Braille textbooks, audio headphones, etc., the student will be required to complete the Adaptive Materials Loan Agreement form. If the materials

or equipment are not returned in good condition, the value of the item will be charged to the student's account and a financial HOLD will be placed on the account. This hold will be removed only after all items are returned in good condition or replacement costs have been paid.