



## Blue Mountain Community College *Administrative Procedure*

---

**Procedure Title: Disability and Alternate Format Statements**  
**Procedure Number: 07-2006-0018**  
**Board Policy Reference: I.B.**

---

**Accountable Administrator: Vice President Student Affairs**  
**Position responsible for updating: Student Health & Wellness Resource Coordinator**  
**Original Date: 9/29/06**  
**Date Approved by College Planning Council: 09-01-21**  
**Authorizing Signature: *Original signature on file***  
**Dated: 09-01-21**  
**Date Posted on Web: 10-08-21**  
**Revised: 09-21**  
**Reviewed: 09-21**

---

**Purpose/Principle/Definitions:**

The following statement must appear somewhere on all appropriate documents available to the public in order to be in compliance with the ADA, Subpart E of Section 504 of the Rehab Act and the Civil Rights Acts.

“This document is available in alternate formats by calling the BMCC Student Disability Services office at 541-278-5958.”

Publications requiring this language include but are not limited to class schedule flyers, catalogs, other printed major marketing tools, and any documents concerning students' rights and responsibilities. Departments wishing to publish documents for the public should insert this statement prior to going to print. The Student Health & Wellness Resource Coordinator is responsible for compliance with this procedure.

In addition, the following statement must appear on all course syllabi to be in compliance with the above laws:

“If you have a disability that may need accommodation or academic adjustment, please contact the Student Disability Services office at 541-278-5958.” The Office of Instruction is responsible for ensuring this statement is included on all syllabi and will ensure all instructors are aware of this need.