



TITLE: ELIGIBILITY OF STUDENTS WITH DISABILITIES TO RECEIVE ACCOMMODATIONS

POLICY NO: 1-15

EFFECTIVE DATE: 09/26/01

VCCS POLICY NO: [6.0.1](#), [6.0.7](#), [10.0.1.0.6](#)

REVISED DATE: 11/18/08

I. Purpose:

J. Sargeant Reynolds Community College is committed to providing students access to higher education through the delivery of reasonable accommodations and services to students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The college's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

II. Definitions:

Disability: A physical or mental impairment that substantially limits one or more major life activities, which may include seeing, walking, talking, breathing, hearing, learning, etc. A substantial limitation exists if the manner, duration, or condition under which the activity is performed is significantly limited when compared to most people.

Reasonable accommodation: An adaptation to a program or service that allows a student with a disability to participate in the program or service. Accommodations may include the provision of auxiliary aids such as tape recorders, note takers, extra time on tests, interpreters, etc.

III. Policy:

All qualified students with disabilities are guaranteed, by law, a learning environment that provides reasonable accommodation for the disability. Qualified students are students who, with or without accommodations, meet requirements for admission in an educational program, service, or activity.

Students, faculty, and staff are required to utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services.

Because students with similar disabilities may not equally benefit from the same auxiliary aid or service, the college will analyze each request on a case-by-case basis within specific context to the activity in which the student plans to participate.

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Accommodation requests and services are not retroactive.

IV. Procedures:

A. In order to initiate the accommodation process, the following procedures must be followed.

1. The student must visit a campus Office of Student Accommodations, complete a Request for Services ([JSRCC Form No. 75-3001](#)), and provide documentation of the disability. Documentation should be typed on letterhead and should provide the following:
 - a. A clearly stated diagnosis of the disability
 - b. The student's functional limitation in an academic environment
 - c. A statement that the disability is a substantial limitation to a basic life process
 - d. Signature, printed name, title, and professional credentials of the evaluator
 - e. Date of the evaluation

Specific documentation requirements can be found in any campus Office of Student Accommodations.

Requests for accommodations should be made in a timely manner. Generally speaking, requests that are made three weeks prior to the date needed will ensure appropriate delivery of service.

2. Upon receipt of documentation, staff within the Office of Student Accommodations will review the documentation and make recommendations on accommodations using an Accommodations Notification form.
3. Students will be notified by the Office of Student Accommodations of the completion of the review and will be required to pick up the notice. The student should meet with faculty or staff members to review the Accommodations Notification form so that the recommended accommodations can be administered.
4. While working with the Office of Student Accommodations to receive services, the student is encouraged to inform the faculty or staff members that will be responsible for implementing the accommodations that he/she is requesting accommodations with the Office of Student Accommodations. If a student requests accommodations directly from a faculty or staff member, the student should be referred to the Office of Student Accommodations.

The Office of Student Accommodation staff will work with faculty and staff throughout the college in order to assist with the understanding of the nature of the student disability and how the accommodations may be implemented within the classroom or other activity.

Guidelines for requesting and using interpreter services, using calculators, addressing personal care attendant needs, and using service animals on campus can be found in Section V, Other Information.

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B. Dispute of accommodation decisions or process

Students who wish to challenge any part of the accommodations process may do so under college [JSRCC Policy No. 1-12](#), Student Grievance.

C. Disclosure and confidentiality

Student disclosure of a disability is voluntary. J. Sargeant Reynolds Community College considers disability-related information as confidential material and will protect it in accordance with the Family Educational Rights to Privacy Act (FERPA). Information will not be released unless:

1. The student provides written authorization.
2. The information is required by law.
3. The information is needed in order to assist the student with an educationally-related issue.

V. Other Information:

[JSRCC Form No. 75-3001](#), Request for Services

[JSRCC Policy No. 1-12](#), Student Grievance

[Guidelines for Requesting & Using Interpreter Services](#)

[Guidelines for Using Calculators](#)

[Guidelines for Addressing Personal Care Attendant Needs](#)

[Guidelines for Using Service Animals on Campus](#)