

**STUDENT DISABILITY SERVICES
REMINDER FOR COMMUNITY COLLEGE FACULTY**

A. College Policy

Pursuant to state and federal law, our College is committed to helping qualified students with disabilities achieve their individual educational goals, and a process has been established to assist students with disabilities in requesting reasonable accommodations. Upon receipt of documentation, the College provides to qualified students reasonable accommodations. Our goal is to balance on a case-by-case basis the specific needs of our students with the programmatic integrity, administrative resources and financial limitations of each College. It is the responsibility of the student to request accommodation from the College's ADA Coordinator ("Coordinator") and to provide to the Coordinator the necessary documentation to substantiate that request. The student's request and documentation will be evaluated by the Coordinator using legal guidelines and College policies.

B. Examples of Disabilities

Applicable law protects many, but not all, impairments that may be regarded as disabling. Disabilities protected by law include physical and psychological conditions that impair a major life activity.

C. Examples of Accommodations

Reasonable accommodations are provided on a case-by-case basis and implemented to meet the specific needs of each student and each course, program or activity. Such accommodations may include, for example, providing additional copies of handouts and supplementary materials for readers, note-takers and sign-language interpreters; providing printed outlines of class lectures or lesson plans; allowing extra time during in-class writing assignments and tests; allowing students to take exams in a quiet, distraction-free environment under supervision; providing alternative seating arrangements in a classroom or lab; and other accommodations deemed reasonable by the College. Not all requested accommodations are granted.

D. Role of Faculty

Faculty play an important role in this process. First, they should promptly refer to the College's designated representative those students who disclose a condition that may be disabling or who request an accommodation. Second, faculty may be asked to work with the Coordinator to identify and assess possible accommodations. Third, faculty will be asked to keep confidential all disability-related information regarding the student. Finally, after assessment and evaluation by the Coordinator, faculty will be required to implement the accommodation(s) deemed reasonable by the College.

E. Questions

Anyone with questions regarding a disability or its accommodation(s) should contact the College's ADA Coordinator, Karen Normandin, Dean of Students, at 453-5019.
gcounsel/doc/ADA-Disability Services Advisory