



ADMINISTRATIVE PROCEDURE

TITLE: Accessibility Services

ADMINISTRATIVE PROCEDURE # 5140

RELATED TO POLICY # 5140 Accessibility Services

- A. Umpqua Community College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equality of access to Umpqua Community College classes and programs.
- B. Students are responsible for requesting accommodations each term by completing a Request for Academic Approved Accommodation Notification. In order to receive accommodations, students are required to submit appropriate documentation of their disability.
- C. Documentation should include the following:
 - 1. Statement of the disabling condition or diagnosis, date of onset, date of last appointment with professional, what diagnostic instruments were used, scaled or standard scores or other quantitative information as applicable, brief anecdotal history of condition and other related background information.
 - 2. Indication of qualifications/area of expertise of professional making diagnosis
 - 3. Indication that the condition fits the ADA/504 definition of disability and in what way(s)
 - 4. Listing of symptoms or effects relating to the disability (anxiety, balance, chronic pain, cognitive ability, communication, comprehension, compulsions, concentration, confusion, dexterity, endurance, fatigue, flexibility, hallucinations, hearing, memory, mobility, multi-tasking, processing speed, speech, tics, vision, weakness, other (specify/describe), and the current impact of the disability on learning or equal access to learning
 - 5. Medications and possible side effects that may affect ability to function in college
- D. If documentation is not available, the case will be evaluated on a case-by-case basis. All requests will be processed within 5 business days of the student request.

- E. Documentation is provided to Accessibility Services before the student can receive accommodations and will not be retroactive. Documentation should be updated as needed or the diagnosis has changed. Documentation is kept secured in Accessibility Services and will not show on the student's transcripts. It will not be shared with staff unless there is an imminent danger.
- F. Verification for eligibility of services is completed with Accessibility Services Coordinator and the student.
- G. Faculty will be notified electronically of the approved academic accommodations. Faculty need to initial the Academic Accommodation Approval Notification form that they have discussed the student's accommodations with them and return the form to Accessibility Services.
- H. The American with Disabilities Act Amendments Act (ADAAA) of 2008 section 3 defines disability as:
 - 1. Disability-The term disability means, with respect to an individual –
 - a. A physical or mental impairment that substantially limits one or more major life activities of such individual;
 - b. A record of such an impairment; or
 - c. Being regarded as having such an impairment.
- I. Auxiliary aids and services offered but not limited to are:
 - 1. Alternative testing
 - 2. Alternative Testing Environment
 - 3. Alternative Media Format
 - 4. Audio recorder
 - 5. Notetakers
 - 6. Interpreters
 - 7. Flexibility of deadlines
 - 8. Memory aides
 - 9. Readers
 - 10. Mobility Assistance
- J. Objectives of Accessibility Services are to:
 - 1. Provides academic accommodations
 - 2. Offers support services
 - 3. Promotes a supportive learning environment
 - 4. Promotes student independence, program accessibility and a psychologically-supportive environment

5. Helps students achieve educational objectives

K. Accessibility Services mission is:

To ensure equal access to qualified students with disabilities to the programs, services and activities of Umpqua Community College. Accessibility Services advocates for and empowers students with disabilities through the provision of information, services, and skill development in problem solving and self-advocacy to reach their full personal, academic and vocational potential.

L. Accessibility Services must identify the level of staffing necessary to achieve its mission and goals.

M. Accessibility Services evaluates achievement of mission, goals, outcomes, and objectives by assessment.

N. Accessibility Services collects data that reflects the number and demographics of students who use the office, their identified disabilities, accommodations used and requested, and other pertinent data to reflect the work of Accessibility Services.

References:

29 U.S. Code Sections 701 et seq.;
NWCCU Standard 2.C.2 (*updated 3/19/2021*)
ORS 659.850

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/5/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: