

## 308 SERVICES FOR STUDENTS WITH DISABILITIES

Warren County Community College (WCCC) is committed to providing equal opportunities for all students without discrimination. Warren County Community College is committed to providing students with disabilities with the same rights and privileges to participate in all programs as are available to all WCCC students. The College is thereby committed to complying with the spirit and letter of federal and state anti-discrimination legislation: the Federal Rehabilitation Act of 1973, 29 U.S.C. & 701; the Americans with Disabilities Act of 1990 (ADA); and the New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-1 et seq., within the framework of its existing and available resources.

WCCC is committed to accommodating students' special needs, including those of a learning, psychological, or physical nature. All information provided to WCCC regarding the nature of a disability, and the need for academic accommodation is confidential. This information is maintained separately from educational records and is not shared with instructors or any other individual without the student's written consent. Accommodations for students with documented disabilities are coordinated by the Disability Coordinator in the Office of Student Services as described below.

### Definition

According to both federal legislative acts, a person with a "disability" is someone with a physical or mental impairment that substantially limits one or more major life activities. This includes, but is not limited to such conditions as visual impairments, psychological/ emotional disabilities, speech impairments, hearing impairments, mobility impairments, or learning disabilities. A person is considered disabled if (1) s/he has a disability, (2) has a record of the disability, or is (3)"regarded" as having the disability.

Section 504 further stipulates that a qualified handicapped person is defined as one who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution's programs and activities.

Under this legislation, a student at WCCC who has a disability has the right to request "appropriate academic adjustments." It is the student's responsibility to identify him/herself as an individual with a disability, provide appropriate documentation of the disability, and make the specific request for adjustments/accommodations. At WCCC, all decisions regarding these requests are made on an individual basis. The College is committed to accommodating special needs which provide the student with equal access and maintain the academic integrity of programs of study.

### Service Requests

The disabilities services provider at Warren County Community College is the Disability Coordinator in Student Services or appropriate designee. This individual has the responsibility of determining the appropriateness of students' requests for academic adjustments/accommodations. Students who wish to request academic adjustments/accommodations should schedule an appointment with the Disability Coordinator, prior to enrollment, to discuss individual needs.

#### A. Examples of Academic Adjustments

Examples of classroom accommodations may include testing/assignments, note-taking assistance, access to interpreters, audio-taping of lectures, and use of other assistive technologies. Information and referrals for securing books on alternative formats to print may also be available. Students seeking more specialized assistance may be eligible for out-of-county sponsorship to a college which is able to provide that service.

The College does not provide personal devices, such as wheelchairs; individually prescribed devices, such as hearing aids; or services of a personal nature including assistance with eating, toileting, or dressing. It is the student's responsibility to secure this assistance.

## B. Requests for Academic Adjustments

### 1. Documentation of Disability

Students with a disability who wish to request academic adjustments or accommodations must submit written documentation of the disability to the Disability Coordinator. (Note that it is the responsibility of the student to self-identify themselves as requiring adjustments or accommodations; the College is not responsible for any diagnostic services to determine whether a student has a disability.)

This documentation must provide the following: professional evaluation and diagnosis of disability, description of how the disability affects the individual's ability to learn, and suggested learning strategies that may enable the student to compensate for the disability.

The evaluation and supporting documents must be completed by a professional who is qualified to diagnose the particular disability (learning consultant/ psychologist/ physician) and should be completed within the last five (5) years. It is recommended that these documents be submitted to the Disability Coordinator several weeks prior to the start of classes to allow sufficient time for review and student advisement

### 2. Process of Review

The Disability Coordinator will review all submitted documents and determine the academic adjustments/ accommodations appropriate to college study that can reasonably be provided for the student at WCCC. The Disability Coordinator may ask the student to provide additional documentation, particularly if the disability is one of transient impact. The Disability Coordinator also may request professional consultation if further information is needed to determine reasonable means of accommodating the student's needs. The appropriate accommodations will be discussed with the student, who will determine which of these s/he would like to request.

### 3. Requesting Specific Academic Adjustments/Accommodations

To receive the appropriate academic adjustments/accommodations, a student must notify the Disability Coordinator upon registering for classes for the upcoming semester. The Disability Coordinator will complete the necessary Academic Adjustment Request paperwork and inform the student when it is ready to be finalized. It is recommended that the student meet with the Disability Coordinator prior to course registration for the upcoming semester to discuss academic plans for that term. The completed Academic Adjustment Request will

be forwarded to the student who will share and discuss it with each individual instructor. The Disability Coordinator will discuss this with each student and will assist the student as appropriate with the student's accommodations. Any changes made to a class schedule after the Academic Adjustment Requests have been completed must be brought to the attention of the Disability Coordinator.

#### 4. Confidentiality of Information

All information provided to the College regarding the nature of a student's disability and request for academic adjustment is kept confidential. All records are maintained by the Disability Coordinator are filed separately from academic records. This information, including the approved "Request for Academic Adjustment" cannot be shared with instructors or anyone outside of the college community unless the student provides the Disability Coordinator with written consent to do so.

If written consent for release of this information is received, the Disability Coordinator/designee will provide the individuals named within the release with the approved "Request for Academic Adjustment" indicating the accommodations that must be implemented. College employees in receipt of such information from the Disability Coordinator must exercise confidential safeguards at all times in its handling.

#### 5. Implementation of the Approved Academic Adjustments

Instructors, administrators, staff, and contractors must provide academic adjustments approved by the Disability Coordinator/designee and provided via the student... Instructors must include the disability services statement provided by the Office of Student Services in every syllabus.

If the student, at any time, feels that the accommodation(s) s/he is receiving are not working, s/he should discuss these concerns with the Disability Coordinator /designee as soon as possible.

#### Self-Advocacy

Self-identification, self-advocacy, and independence are integral to the effective delivery of these services. If a student discloses that s/he has a disability, the student should be referred to the Disability Coordinator for further advisement.

#### Appeals

##### A. Student

A student with a disability who wishes to appeal an accommodations decision, or who believes that he or she has been a victim of discrimination by the College or a representative thereof, should be referred to the Disability Coordinator. The Disability Coordinator will provide the student with information regarding the Student Grievance Procedure and take action accordingly to seek resolution of the appeal or complaint.

##### B. College Employee

Any instructor or administrator who wishes to appeal the decision of the appropriate Dean/Vice President or designee, should contact the President. The President will take action accordingly to seek resolution of the appeal.

The College administration reserves the right to further review an accommodation recommended by the Associate Dean in the interest of better serving the student and the college community.

The College shall at all times, within the framework of its existing and available resources, comply with the existing laws, rules, and regulations pertaining to students with disabilities, including but not limited to the laws of the United States of America and the State of New Jersey, as well as all appropriate administrative agencies.

Approved: 04/25/97

Revised: 01/13/10

Revised: 02/10/16

Revised: 12/22/21