

Accessibility and Special Accommodations

Name of Policy

January 01st, 2008

Implementation Date

Senior Education Administrator

Position(s) Responsible

Jan 31st, 2024

Date of Last Revision

Policy on Accessibility and Special Accommodations

Introduction:

ACE Community College (ACC) is dedicated to fostering an inclusive educational environment by providing accessible education to all academically eligible students, irrespective of disability. This policy aims to ensure equal access to college services, facilitating the successful completion of programs and courses. The policy is applicable to all enrolled students at ACE Community College.

1. Equal Opportunity and Accommodation:

1.1. Equal Opportunity:

The College is committed to making reasonable efforts to provide an equal opportunity for enrollment and participation in College Programs or Courses for students with disabilities.

1.2. Academic Accommodations:

The College, without compromising academic standards, will make reasonable academic accommodations to enable students with disabilities to successfully complete their studies.

1.3. Alternative Routes or Methods:

The College will collaborate with students and service providers to establish alternative routes or methods to achieve Program or Course learning objectives when necessary.

2. Accommodation Request Procedure:

2.1. Notification at Enrollment:

Students must inform Admissions of any accommodation needs at the time of enrollment. Admissions will notify Student Services to send relevant paperwork, including information on required supporting documentation.

2.2. Certified Health Care Professional Documentation:

Supporting documentation must be from a certified health care professional with expertise in the relevant condition(s) for which academic accommodations are sought. Examples include General Physicians, Clinical Psychologists, Psychiatrists, Ophthalmologists, Certified Audiologists, and Neurologists.

2.3. Timely Enrollment:

Students requesting accommodation must enroll at least four (4) weeks prior to the Course or Program start date.

2.4. Detailed Documentation:

The supporting documentation must provide detailed information about the functional impact of the disability.

2.5. Cost Responsibility:

Any costs incurred in acquiring documentation are the responsibility of the student.

2.6. Review and Notification:

Student Services will review the documentation and, in consultation with the student and relevant staff, determine the type of accommodations the College can provide. A written response will be provided within two (2) weeks of the accommodation request.

2.7. Costs of Accommodations:

Extra costs associated with accommodation (e.g., exam proctors, material conversion to braille, sign language interpreters) are the responsibility of the student.

2.8. Communication and Documentation:

Student Services will communicate all accommodation arrangements to relevant faculty and staff, ensuring appropriate documentation is placed in the student's file.

2.9. Unaccommodatable Requests:

If the College is unable to accommodate a student's request, the student will be promptly advised, appropriate documentation will be placed in the student's file, and a Course/Program cancellation procedure will be initiated.

3. Treatment of Information:

3.1. Confidentiality:

All information collected is treated as confidential and must not be disclosed to any faculty or staff members outside of Student Services.

3.2. Transcript Privacy:

No information regarding a student's disability or accommodation will be noted on the student's transcript.