
TITLE: ELIGIBILITY OF STUDENTS WITH DISABILITIES TO RECEIVE ACCOMODATIONS

POLICY NO: 1-15

EFFECTIVE DATE: 09/26/01

VCCS POLICY NO: [5.6.5.0.1](#), [6.0.1](#), [6.0.8](#)

REVISED DATE: 05/30/17

I. Purpose:

To ensure students with disabilities have equal access to educational programs, services, and activities through the delivery of reasonable accommodations and services as outlined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADA AA).

II. Definitions:

Disability: a physical or mental impairment that substantially limits one or more major life activities, which may include, but not be limited to 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:

J. Sargeant Reynolds Community College (Reynolds) is committed to providing students with disabilities equal access to educational programs, services, and activities.

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 shall analyze each request on a case-by-case basis within specific context to the activity in which the student plans to participate.

Accommodation requests and services are not retroactive.

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IV. Procedures:

A. Request for accommodation

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

1. The student must complete [JSRCC Form No. 75-3001](#), Request for Services, and provide documentation of the disability. Documentation may be submitted by way of [JSRCC Form No. 75-3002](#), or on letterhead with the following information:
 - 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 or online.

Requests for accommodations may be initiated from a distance by way of fax to (804) 371-3527 or email at osa@reynolds.edu and should be made in a timely manner. Generally speaking, requests that are made three (3) 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. In instances where the student is at a distance, the Office of Student Accommodations will communicate this information by email to the student's Reynolds account. The student should communicate 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 Accommodations 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.

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

B. Dispute of accommodation decisions or process

Students who wish to appeal a decision using the college's appeal process may do the following:

1. Students must submit a written appeal outlining the presented issue to the counselor for student accommodations.
2. Within five (5) business days of receipt of the appeal, the counselor for student accommodations will arrange a meeting with the student to discuss the appeal.
3. At the meeting the counselor for student accommodations will review all information with the student as well as any new information. If additional information is required, the counselor will present this request for follow-up by the student.
4. Upon completion of the meeting and review of any new information, the counselor for student accommodations will provide a decision within ten (10) business days of the meeting.

Students who are dissatisfied with the decision of the counselor for student accommodations may submit an appeal to the vice president of student affairs within ten (10) business days of receipt of the decision.

Within five (5) days of receipt of the appeal, the vice president of student affairs will review the appeal and request a meeting with the student and the counselor for student accommodations. Upon completion of the meeting and review of any new information, the vice president of student affairs will provide a decision within ten (10) business days.

At any point in the process, students dissatisfied with services may file a complaint with the Department of Education, Office of Civil Rights. The Office of Civil Rights may be contacted at:

Office for Civil Rights
District of Columbia Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
Telephone: 800-453-6020
FAX: 202-453-6021; TDD: 800-877-8339
Email: OCR.DC@ed.gov

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C. Disclosure and confidentiality

Student disclosure of a disability is voluntary. Reynolds considers disability-related information as confidential material and will protect it in accordance with the Family Educational Rights to Privacy Act (FERPA) and [Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information.

V. Other Information:

[Reynolds Policy No. 1-26](#), Student Privacy and Release of Student Information

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

[JSRCC Form No. 75-3002](#), Office of Student Accommodations Certification Form

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

[Guidelines for Course Substitutions](#)

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

[Guidelines for Using Calculators](#)

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