PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number: S 16.2
Procedure Title: Faculty Response to ADA Student Accommodations
Relevant Board Policy: F.3.1.2 Communicable Diseases as a Disability
                            G.2.2 Access to Programs, Services and Activities
Originating Unit: Disability Support Services (DSS)
Maintenance Unit: Vice President of Student Success

I.   Purpose: To outline the process for any student requesting ADA accommodations. Under federal law (Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990), individuals with disabilities is defined as having "a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment, or being regarded as having such an impairment."

II.   Procedure Statement:

       The provision of accommodations is a shared responsibility among faculty, students, and the DSS office. The faculty member is responsible for providing the accommodations outlined in the Letter of Accommodation (LOA, Attachment A).

       A. Students seeking ADA accommodations self-identify and disclose disability(s).

       B. Students are required to bring to the DSS office complete documentation from an appropriate source. Students are also required to go through an intake interview.

       C. All accommodation decisions are made case-by-case depending on medical documentation and discussion with the student and the Coordinator reviewing the documentation.

       D. DSS will generate the individualized LOA certifying that the student has a disability(s) and outlining the eligible and reasonable accommodation(s).

       E. DSS will email the LOA to the student's ACES email account, and the student will be responsible for informing their instructors of their LOA and providing them with a hard copy.

       F. Faculty are invited to contact DSS office with any concerns or questions about the accommodations. Faculty are not required to compromise essential elements of the course or evaluation standards.

       G. The faculty member should meet with each student when presented with a LOA to review the approved accommodations with the student and discuss how they will be carried out. Alternative accommodations may be considered during this meeting.

H. At the end of each semester, all LOAs should be shredded by the instructor to protect the privacy and confidential information of the student. DSS maintains all copies of all LOAs.

I. Students with disabilities are responsible for contacting DSS if reasonable accommodations are not implemented in an effective and timely manner. DSS will work with the faculty member or any other PAC staff to resolve disagreements regarding ADA accommodations.

J. Students with disabilities who believe they have been discriminated against on the basis of their disability may file a grievance. Grievance procedures are contained in the PAC Student Handbook.

K. The institution and faculty are not obligated to provide accommodations unless students have fulfilled their obligations as outlined in procedure 16.1 (Request for ADA Accommodations). However, faculty may also assist in the process by including in their course syllabi the following ADA statement endorsed by the PAC Academic Success Council:

Recommended ADA Statement: In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Support Services office. Only those students with appropriate documentation with receive a Letter of Accommodation from the Disability Support Services office. Instructors are required to follow only those accommodations and/or services outlined in the Letter of Accommodation. For further information, please contact the Disability Support Services office at 210-486-3020 or visit the office located in the Palomino Center building, Rm. 116. If you have specific needs, please discuss them privately with your instructor.

Attachments:

A. Letter of Accommodation

Issued: February 4, 2016   Approved: (signed) Dr. Mike Flores
                                                                                    President