



**Jamestown Community College
Policies and Procedures**

Policy Title	Americans with Disabilities Act	Policy Number	041
Section	Governance, Organization and General Information	Approval Date	1/1997
Subsection	Individual Rights	Effective Date	1/1997
Responsible Office	Student Development	Review Date	7/2005; 9/18/2018

1.0 Purpose

1.1 To assure the rights of individuals with disabilities within the Jamestown Community College community.

2.0 Policy

2.1 Jamestown Community College will maintain an inclusive and accessible environment for all employees, students and prospective students of, and guests and visitors to, each of each of its campuses.

2.2 Jamestown Community College prohibits discrimination in employment and educational programs against a person with a disability.

2.3 Jamestown Community College will provide reasonable accommodations, including academic adjustments for persons with a disability on an individualized and flexible basis.

3.0 Procedures

3.1 It is the responsibility of individual students, staff, and faculty members to:

3.1.1 identify themselves as an individual with a disability

3.1.2 request an accommodation or academic adjustment.

3.1.3 provide documentation of their disability from an appropriately licensed professional and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits student's participation in programs or services of the university.

3.2 Employee Accommodation

3.2.1 To receive an accommodation under the ADA, an employee must make a request to the Human Resources office. The employee should include documentation of his or her functional limitations.

3.2.2 After reviewing the documentation and the facts of each request, the designated office will determine if the employee is eligible for accommodations under the ADA.

3.2.3 In collaboration with the hiring department, a member of the Human Resources office will facilitate a plan of reasonable accommodation and identify the accommodation that best serves the needs of the employee and the College.

3.3 Student Accommodation

3.3.1 To receive an accommodation under the ADA, students must file an application with the Accessibility Services Office. Requests for accommodations should be made far enough in advance to allow staff adequate time to coordinate needed services. Generally it is best to request needed services before a semester begins or as soon as a disability becomes known.

3.3.2 Students must provide documentation of their disability and how it limits their participation in programs or services of the College. Documentation of the disability should be timely and from appropriate professionals licensed to diagnose the type of disability the student has. Medical documentation will be retained only by the Accessibility Services Office and will be kept confidential.

3.3.3 The Accessibility Services Office makes the determination of whether the student is eligible for accommodations under the ADA. The Accessibility Services Office and the student will discuss what assistance is needed and, if requested, will provide information to relevant faculty members, information technology personnel, and/or the academic unit indicating the nature of the accommodation required.

3.4 Grievance Procedures

3.4.1 Employees who believe the College has not met its obligations under the ADA should contact the Human Resources Office or follow the Human Rights/Affirmative Action Grievance Procedure.

3.4.2 Students who believe the College has not met its obligations under the ADA should contact the Vice President of Student Development Office or following the Human Rights/Affirmative Action Grievance Procedure.

4.0 Definitions

4.1 Person with a disability: The Americans with Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; and (3) is perceived by others as having such an impairment.

4.2 Reasonable accommodation: Any change in the work/school environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment/learning opportunities.

5.0 References

5.1 Section 504 of the Rehabilitation Act of 1973

5.2 Americans with Disabilities Act of 1990 (ADA)

5.3 Americans with Disabilities Act Title III Regulations (amended September 2010)