

**OFFICE OF DISABILITY
ACCOMMODATIONS**

**DISABILITY ACCOMMODATION
MANUAL**

**Jones County Junior College
900 S. Court Street
Ellisville, Mississippi 39437**

**Hutcheson-Hubbard Administration Building
Room 117**

Revised February 11, 2008

**JONES COUNTY JUNIOR COLLEGE
OFFICE OF DISABILITY ACCOMMODATIONS
POLICY MANUAL**

Jones County Junior College provides reasonable accommodations for students with disabilities through the Office of Disability Accommodations (ODA). ODA verifies eligibility for accommodations and works with eligible students to develop and coordinate plans for the provision of accommodations. ODA administratively reports to the Vice President of Instructional Affairs. A committee of Jones' faculty and staff representing both academic and non-academic units on campus serves in a liaison and advisory capacity to ODA. The liaison committee provides input and direction to ODA operations. Committee members support ODA activities within their respective units through mediation and awareness training.

The Office of Disability Accommodations is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. ODA is a non-fee generating program designed to meet the unique needs of JCJC students with disabilities. Reasonable accommodations are offered in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

ELIGIBILITY

Eligible students include those who are enrolled in degree and non-degree programs offered by Jones County Junior College, are considered qualified to meet all college program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 and the ADA. The definition of disability includes any person who "...has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities; has a record of disability or is regarded as having a disability." (P.L. 101-136) In determining if a student is qualified to meet all program requirements, the college must base its decision on the skills, interests, and aptitudes of a student and not on presumptions that would arbitrarily exclude a student from participation in a program or activity.

PROCEDURES FOR OBTAINING SERVICES

In order to receive reasonable accommodations for a disability, students must file an application with ODA and provide current documentation of a disability. After an application is filed, students schedule an appointment with the ODA Director and establish a plan for reasonable accommodations and services. ODA may perform a substantive review of, and explore alternatives to requested accommodations. Accommodation plans are reviewed and updated each semester. Students are expected to follow ODA procedures for using services and to maintain regular contact with the Director so that progress can be monitored and accommodations adjusted whenever appropriate.

DOCUMENTATION OF DISABILITY

Documentation of a disability from an appropriate licensed or certified professional with expertise related to a student's disability must be filed with ODA. Documentation must include a statement of how the disability limits a major life area, thus impacting a student's participation in courses, programs, services, activities, and facilities. Evaluations for the purpose of documentation must have been completed within three years of application with ODA. However, exceptions may be necessary depending on individual circumstances. ODA does not assist students in obtaining appropriate documentation, nor does ODA refer students for eligibility evaluations. All fees associated with procuring documentation are the responsibility of the student.

CONFIDENTIALITY OF RECORDS

ODA respects the rights of students to confidentiality and strives to keep information provided to ODA confidential. ODA requires students to complete a written release prior to receiving or releasing information. Student records are kept in locked file cabinets and only authorized ODA personnel have access to the records. Students records may, however, be disclosed where permitted or required by law.

RESPONSIBILITY OF THE COLLEGE

Under the provisions of Section 504 of the Rehabilitation Act and the ADA, Institutions of Higher Learning must provide reasonable accommodations that afford equal educational opportunities for students with disabilities. Section 504 states that "...No otherwise qualified person with a disability in the United States... shall, solely by reason of ...disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Under the Provisions of Section 504, JCJC "... may not discriminate in the recruitment, admission, educational process, or treatment of students." Students who have self-identified, provided documentation of disability, and requested reasonable accommodations related to their specific disability are entitled to: receive information in accessible formats upon request, approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities in the most integrated and appropriate settings. The Rehabilitation Act of 1973 does not compel educational institutions to disregard the disabilities of individuals or to make substantial modifications in programs to allow individuals with disabilities to participate. Academic requirements which are essential to the program of instruction being pursued by a student or to any directly related licensing requirements are not regarded as discriminatory, even if they have an adverse effect on individuals with disabilities.

According to the Rehabilitation Act of 1973 and the ADA, institutions should make reasonable accommodations so that no student with a disability is denied the benefits or excluded from participation in, or otherwise subjected to discrimination under any of its education programs or activities because of an absence of educational auxiliary aids. Auxiliary aids include, but are not limited to: typed texts, lecture notes, film transcriptions, interpreters, readers or taped

texts, and adapted classroom equipment. Institutions are not required, however, to provide services of a personal nature such as personal attendants, individually prescribed devices, transportation, or readers/tutors for personal use or study.

Achieving reasonable accommodations for students with disabilities involves shared responsibility between ODA, students, faculty, and staff. It is the responsibility of the college to educate personnel and faculty regarding the rights of students with disabilities and the policies of ODA. JCJC faculty and staff must provide reasonable accommodations that assist students in accessing college resources and in fulfilling degree requirements as established by the college. In order to verify documentation of a disability and plan for reasonable and appropriate accommodations that meet the mandates of federal legislation, JCJC faculty and staff must refer students to the ODA.

RESPONSIBILITY OF STUDENTS REQUESTING ACCOMMODATIONS

Students registered with the ODA are expected to self-identify their needs for reasonable accommodations to the office of ODA. Identified needs for reasonable accommodations must be appropriate relative to a student's documented disability. Upon approval of accommodations by the ODA Director, ODA personnel will work with the student to develop an individualized accommodation plan. Students, however, must meet degree or essential course requirements as established by the college or course instructor. Unreasonable accommodations, adjustment, and/or auxiliary aids or services that impose a fundamental alteration on a program or activity of the college may be refused. Reasonable accommodations are designed to ensure that students have equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to students without disabilities. Students are responsible for procuring or paying for services related to personal use and study.

Students have the responsibility to:

Self-identify concerning disability status to the ODA in a timely manner;

Provide current documentation of a disability from an appropriately certified or licensed professional;

Request in a timely manner specific accommodations that are appropriate to their documented disability;

Maintain regular contact with the ODA Director;

Allow a reasonable amount of time for a requested accommodation;

Follow procedures outlined by the ODA office.

Students with disabilities must maintain the same responsibility for their education as non-disabled students. This includes maintaining the same academic levels, maintaining

attendance, maintaining appropriate behavior, and giving timely notification of any special needs.

CONDUCT

All students have the responsibility to meet the code of conduct by adapting behavior to the educational environment. If disruptive behavior persistently occurs or if the student code of conduct is violated, the issue will not be defined as a health issue. It will be defined as a disciplinary issue, which will be handled according to the **Student Handbook** through the office of the Vice President of Student Affairs.

GRIEVANCES

Jones Junior College is committed to providing prompt and effective resolution of alleged incidents of discrimination and harassment. The College encourages informal resolution of discrimination complaints as close to the source as possible. Students who believe they have been subjected to discrimination or harassment may file formal grievances in accordance with the policies and procedures of Jones Junior College. The College may deny a student's request for accommodations and/or auxiliary aids which impose an undue hardship on the campus or which substantially modify academic standards, programs, or course work. The College also has established a standing Review Committee of professionals who review questionable documentation to assure that such documentation meets Section 504 and ADA disability criteria.

Denial of an Accommodation

If a student's request for disability accommodations and/or auxiliary aids is denied, the student may appeal the decision. This appeal should be in written form and addressed to:

Mrs. Katie Murphy, ODA Director
Jones County Junior College
900 S. Court St.
Ellisville, MS 39437

The student should be prepared to present additional information or documentation to support their appeal.

If the appeal is not resolved to the student's satisfaction then they may appeal to the Dean of the College in writing to the following address:

Mr. Jim Kelly, Vice-President of Instructional Affairs
Jones County Junior College
900 S. Court St.
Ellisville, MS 39437

If the appeal is still not resolved the student may appeal in writing to the President of the College at the following address:

Dr. Jesse Smith, President
Jones County Junior College
900 S. Court St.
Ellisville, MS 39437

Grievance Concerning an Existing Accommodation.

If a student has a specific grievance related to an existing accommodation the student should first contact the ADA Coordinator in person or by mail at the following address:

Mrs. Katie Murphy, ODA Director
Jones County Junior College
900 S. Court St.
Ellisville, MS 39437

The Office of Disability Accommodations is in the Hutcheson-Hubbard Building, Room 117.

The student should be prepared to present specific facts concerning their grievance in written form. The ODA Director may need time to gather information from other sources as required before a decision can be made. The student will then be notified of the decision in a timely manner.

If the grievance is not resolved the student may appeal in written form to the Vice-President of Instructional Affairs at the following address:

Mr. Jim Kelly, Vice-President of Instructional Affairs
Jones County Junior College
900 S. Court St.
Ellisville, MS 39437

If the appeal is still not resolved the student may appeal in writing to the President of the College at the following address:

Dr. Jesse Smith, President
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