

3-26 Disability Support Services

The purpose of Disability Support Services (DSS) is to adapt the College's general services to the specialized individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities. Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, College of the Albemarle is committed to equality of educational opportunity and ensures that no qualified person shall by reason of a disability be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities.

Students who request reasonable accommodations must self identify and register with the Office of Disability Support Services. In Elizabeth City contact the Director of Disability Support Services; In Chowan contact the Assistant Dean, Student Success and Enrollment Management; and Dare students should contact the Director of Counseling and Testing. Students taking all on-line courses should contact the Director of Disability Support Services in Elizabeth City.

A student requesting reasonable accommodations must complete a Request for Accommodations Form and submit documentation of the disability (as defined by the ADA and Section 504) by a qualified professional. The documentation will include: a current diagnostic statement identifying the disability; the date of the current diagnostic evaluation; the date of the original diagnosis; a description of the diagnostic criteria and/or the diagnostic test used; a description of the current functional impact; all treatments, medications, assistive devices/services currently prescribed or in use; the credentials of the diagnosing professional; and professional recommendations regarding accommodations and services.

The student and the appropriate COA individual stated above will develop an accommodation plan based on sufficient documentation and individual needs.

Educational Accommodation Notices will be provided to the student. The student will be responsible for notifying instructors of reasonable accommodations and providing the notices to instructors. Self- identification and providing documentation can be initiated at any time; however, the student must allow reasonable time (4 weeks) for some accommodations to be implemented.

Students with disabilities are expected to maintain the same responsibility for their education as other students. Students with disabilities are expected to

exhibit appropriate behavior as listed in the Student Rights, Regulations and Responsibilities section of the catalog.

A student who believes that an accommodation is not appropriate should refer to the Appeals Procedures for Issues Concerning Disability Support Services.

Appeals Procedures for Issues Concerning Disability Support Services

- A. A student who believes that an accommodation is not appropriate or a student who believes that he or she has received unfair or improper treatment regarding a disability should address the problem informally through discussion with the Disability Support Services Director/Counselor at the Elizabeth City Campus; Assistant Dean, Student Success and Enrollment Management at the Edenton-Chowan Campus; or the Director of Counseling and Testing at the Dare County Campus.
- B. The Director, Disability Support Services/ Counselor (Elizabeth City), Assistant Dean (Chowan) or the Director of Counseling and Testing (Dare County) may convene a meeting with the individuals involved to resolve the concern.
- C. If the concern is not resolved satisfactorily, the student may submit a formal appeal in writing to the Vice President, Student Success and Enrollment Management or designee. In order to ensure a prompt resolution, the appeal must be submitted as soon as possible and no later than 10 college working days after the alleged improper treatment occurred. The appeal must be dated and signed by the student and must include the following:
 1. A detailed description of the alleged improper treatment;
 2. An identification of the person, policy, or procedure against whom or what the appeal is filed;
 3. An explanation of the steps taken in an effort to resolve the appeal at the informal level; and
 4. A description of the student's idea of a satisfactory resolution.
- D. The Disability Support Services Committee will hear the concern, determine a resolution and provide written notification of the findings and resolution to all involved parties within three college working days.
- E. The student may make a written appeal to the Vice President, Student Success and Enrollment Management within five working days of receiving the resolution from the Disability Support Services Committee. The Vice President's decision will be final.