Purpose:
To ensure compliance with the Americans with Disabilities Act and increase equal opportunity for all individuals without regard to disability.

Application:

1. The Office of Differently-Abled Support Services shall be offered by the counseling unit and shall be primarily responsible for the mandates of the American with Disabilities Act.
   (a) Differently-Abled Support Services shall develop rules and regulations to implement these policies and to carry out its duties and responsibilities.
   (b) Disability Support Services shall document the process of reasonable accommodation, including when and how a request for accommodation was made and the possible accommodation considered.

2. Differently-Abled Support Services shall establish a procedure to reasonably accommodate qualified students with disabilities.
   (a) Differently-Abled Support Services shall hold formal briefings sessions with all entities that perform recruitment functions. These briefings will emphasize Essex County College’s commitment to non-discrimination on the basis of disability and reasonable accommodations of students.
   (b) Differently-Abled Support Services shall make every effort to ensure that all interested parties are informed about the implementation of the American with Disabilities Act compliance program.

3. Students are assured that all information regarding a disability shall be kept completely confidential and will only be disclosed to:
   (a) Appropriate instructors, counselors, supervisors or managers regarding restrictions on the work or duties of disabled students and any accommodation that has been made;
   (b) Campus Police/Security if the condition may require emergency support; and
   (c) Government Officials investigating compliance with federal laws.
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17</td>
<td>Attachment(s):</td>
</tr>
</tbody>
</table>