

# Essex County College College Regulation

## REG 5-22 DISABILITY SUPPORT SERVICES FOR STUDENTS

### **Purpose:**

To ensure equal opportunity and access to all students in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 *et. seq.* and all other applicable state and federal laws.

### **Application:**

1. Disability Support Services shall be offered by the Office of Student Development and Counseling and shall be primarily responsible for the mandates of The Americans with Disabilities Act ("ADA"), Section 504 of the Rehabilitation Act ("Section 504") and other related federal and state statutes and regulations.
  - (a) Disability Support Services shall follow existing procedures to carry out its duties and responsibilities to provide disability services to otherwise qualified students with disabilities and also provide ongoing training to its staff, keep abreast of current statutes and regulations as well as best practices.
  - (b) In conjunction with the College's Chief Compliance Officer, Disability Support Services shall make every effort to ensure that all interested parties in the College are informed about the College's support services for students with disabilities and that its procedures and programs follow Board Policy, College Regulation and all applicable laws.
  - (c) Disability Support Services in conjunction with the College's Chief Compliance Officer shall hold formal briefings sessions on disability services as well as ADA and Section 504 compliance with all College departments that work with students. These briefings will emphasize Essex County College's commitment to non-discrimination on the basis of disability and provide training on the reasonable accommodations of students.
2. Disability Support Services shall follow existing procedures to reasonably accommodate otherwise qualified students with disabilities.
  - (a) Disability Support Services shall document the process for reasonable accommodations, including when and how a request for accommodations are made and the possible accommodations to be considered.
  - (b) Students are responsible for self-identifying and shall request reasonable accommodations from the College.
  - (c) Students who self-identify their disability and wish to seek a reasonable accommodation from the College shall provide appropriate documentation that is no more than two years old from the date of the request. Such documentation shall confirm their disability, indicate how their disability impacts their functioning and further support their need for a reasonable accommodation.
  - (d) Appeal: Students are encouraged to first resolve any complaints related to their request for reasonable accommodations with the Coordinator of Disability Services. Students may appeal a determination related to the provision of a reasonable accommodation to the College's Section 504 Coordinator. The College's Section 504 Coordinator will conduct a prompt, thorough and

impartial investigation. Upon conclusion of the investigation, the Section 504 Coordinator shall issue a final determination of the outcome of the appeal, which shall be provided to the student. If it is determined by the College's Section 504 Coordinator that a violation has occurred, the Section 504 Coordinator shall prepare a written report of the findings and recommendations. The report shall be sent to the Chief Compliance Officer for review and consultation with the Area Head, and for implementation of any appropriate remedies, as deemed necessary.

3. All information regarding a student with a disability shall be kept confidential and will only be disclosed upon consent of the student, unless required under the law.

**For more information or to report possible violations:**

**504 Coordinator**

**Phyllis Walker**

Assistant Director, Financial Aid

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<b>Responsible Official(s):</b>	<b><i>Reference: American with Disabilities Act of 1990, 42 U.S.C. 126 Section 121 01 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794</i></b>
<b>Director of Student Development &amp; Career Services</b>	
<b>Regulation History: App. 11/95, Rev. 10/01,12/10,3/17,9/22</b>	<b>Attachment(s):</b>