

**Policy No. 2-23****Subject: Reasonable Accommodations for Students with Disabilities**

Last Revised: 07/05/2023

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Accessibility Services Coordinator	Vice President of Instruction and Student Services	VCCS Policy Section 6.0.4

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to provide qualified students with appropriate and reasonable accommodations upon request in order to provide full and equal access to educational opportunities, programs, and activities.

**II. PERTINENT INFORMATION**

A. This policy is to comply with:

1. Section 504 of the Rehabilitation Act of 1973.
2. The Americans with Disabilities Act (ADA) of 1990 as amended in 2008.

**III. DEFINITIONS**

- A. Disability: any physical or mental impairment that substantially limits one or more major life activities, having a record of such impairment, or being regarded as having such impairment.
- B. Accommodation: a modification or adjustment that gives a student with a disability equal access to college programs, services or activities.
- C. Qualified student: a student who, with or without accommodations, meets the academic or technical standards for admission to or participation in a program or activity.

**IV. GENERAL GUIDELINES**

- A. Accommodations cannot result in a fundamental alteration of program requirements or curriculum.
- B. Accommodations are determined by the Accessibility Services Coordinator as outlined in the Appendix, Section VII.
- C. Accommodations provided by VHCC may or may not be provided by third-party educational partners.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Accessibility Services Coordinator the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. Section 504 of the Rehabilitation Act of 1973.
- B. The Americans with Disabilities Act (ADA) of 1990 as amended in 2008.
- C. VCCS Policy 6.0.4

**VII. OPERATING REQUIREMENTS**

- A. Students with disabilities are eligible to receive academic accommodations. In order to receive accommodations, students:
  - 1. Must self-identify to the Office of Accessibility Services at least 15 days before the start of the student's first semester;
  - 2. Have the ability to fulfill essential functions and requirements of the academic program;
  - 3. Provide documentation with sufficient information to determine the impact of the disability. Provision of the documentation should not be overly burdensome to the student. Documentation should include:
    - a. A current diagnostic statement identifying the disability;
    - b. The credentials of the diagnosing professional;
    - c. A description of any testing used to identify the disability;
    - d. A description of the functional impact of the disability, including suggested academic accommodations.
  - 4. Complete and sign the Request for Accommodations Form.
- B. After the required documentation is submitted, the Accessibility Services Coordinator will determine accommodations on a case-by-case basis and develop an accommodation plan. The accommodation plan is distributed to the student's VHCC instructors each semester.
- C. If the student has been inactive for two academic years, the student's accommodation plan will be inactivated, and the student will need to submit a new Request for Accommodations form to reactivate accommodations.