

## **Procedures for Requesting Academic Accommodations and Auxiliary Aids and Services<sup>1</sup>**

Appropriate accommodations for students are available to ensure that equal access to the Colleges programs and activities. It is the student's responsibility to notify instructors of the need for accommodations.

Academic accommodations may include, but not be limited to, testing accommodations, note-taking assistance, alternate media (Braille, audio, e-text, etc.) and ASL interpretation services.

Students with disabilities must provide, upon request, written verification of each disability from an appropriate professional who has knowledge of the student, disability, and the educational and/or functional limitations imposed by each disability.

Students are encouraged to utilize the Disability Resource Center which has staff who have had specialized training regarding the impact of various disabilities in the educational environment, and as such are uniquely qualified to recommend services and accommodations. Most instructors do not have such specialized training.

The DRC staff will assist students with provision of approved accommodations.

### ***Students Utilizing the Disability Resource Center (DRC)***

1. Provide disability verification to DRC.
2. Meet with a DRC professional (Director; DRC Counselor; Learning Disability Specialist) to determine appropriate accommodations and services.
3. At least one week prior to each semester, request an *Accommodation Form* for each course in which accommodations will be needed. Allow up to five days for processing during peak periods (first two weeks of each semester).
4. Pick up approved *Accommodation Forms* and deliver to each instructor. (Note:
  1. Instructors cannot unilaterally deny or modify accommodations.
  2. Instructors must contact the DRC directly with questions concerning accommodations.)
5. Follow the protocol for initiating each service as stated in the *DRC Student Handbook* <http://www.palomar.edu/dsps/pdf/handbook.pdf>

## **Disagreements Regarding Academic Accommodations**

### ***Students Disputing the Provision of an Academic Accommodation***

1. Request a meeting with the Director of the DRC (or designee) to discuss denial of a requested accommodation. This meeting must occur within five working days.
2. If the director or designee concurs that a DRC decision should be altered or modified, staff must provide reasonable accommodation within five educational days.

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<sup>1</sup> Hereafter referred to as *accommodations*.

3. If the director or designee does not agree, That individual will notify the student in writing within five days and inform the student that he/she has the right to appeal to an ADA Compliance Officer. A meeting with the compliance officer must occur within five days of request. In the interim, the accommodation will be provided within the limitations of reasonable accommodation.
4. The ADA Compliance Officer has five working days to notify the student of the decision to affirm, deny or modify the request and inform the student of appeal rights. If the student is not satisfied with the decision of the ADA Compliance Officer, the accommodation will be provided in the interim and he/she may appeal to the Academic Accommodations Panel. This panel will be convened within five days of request. This panel will affirm or deny or modify the request, notify the student in writing and inform the student of next level appeal rights. As above, reasonable accommodation will be provided in the interim.
5. If the student is not satisfied, he/she may appeal in writing to the President of the college.
6. In each of the above steps, the individual making the decision also informs the instructor and/or service providers.

The Office for Civil Rights is also a resource for students disputing the provision of accommodations. Complaints can be filed at:

U.S. Department of Education  
Office for Civil Rights  
50 Beale Street, Ste. 7200  
San Francisco, CA 94105  
(415) 486-5555  
[Ocr.sanfrancisco@ed.gov](mailto:Ocr.sanfrancisco@ed.gov)

#### ***Instructors Disputing the Provision of an Academic Accommodation***

1. Instructor communicates this concern to DRC Director or other professional staff (DRC Counselor; Learning Disability Specialist). If not satisfied with the response, instructor may appeal to the ADA Compliance Officer. Reasonable accommodation is provided in the interim.
2. ADA Compliance Officer has five working days to respond in writing to instructor and DRC and either affirm, deny or modify the accommodation. Instructor will be informed of next level of appeal.
3. If instructor does not agree with the decision of the ADA Compliance Officer, he/she may appeal to the Academic Accommodations Panel. This panel has five working days to respond to the instructor in writing of its decision to affirm, deny or modify the accommodation. Reasonable accommodation will be provided in the interim.
4. If the instructor is not satisfied with the decision of the Academic Accommodations Panel, he may appeal to the president of the college. Reasonable accommodation will be provided in the interim.