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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Services for Persons with Disabilities** **6.6**

Responsible Division: Student Development

Date Approved: July 2003

Southwestern Community College provides equal access to education for persons with disabilities. However, it is the responsibility of the student to make his or her disability known and to request academic or physical accommodations. For optimal service, requests should be made in a timely manner and submitted along with professional documentation which verifies the existence of an ADA recognized disability (and which states the functional limitations of the disability within the community college setting) to the Director of Student Support Services.

Once appropriate documentation has been received, every reasonable effort will be made to provide services. In order to develop accommodations, students will meet with an SSS advisor to design an Educational Support Plan. Depending on the nature of the disability, the College has the right to request current documentation. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

New construction and renovations to campus facilities are designed to comply with the laws governing ADA.

[Chapter 6 Table of Contents](#)

[Back to Index](#)

[Back to Policies and Procedures home page](#)

[BACK TO SCC HOME](#)