

## **ROLES AND RESPONSIBILITIES IN THE ACCOMMODATION PROCESS**

In order for the accommodation process to proceed smoothly, all parties need to understand their roles and responsibilities.

### **Students are responsible for:**

- Applying for Disability Services
- Providing the Student Support Office with documentation of your disability.
- Keeping the ADA Coordinator informed and providing updated documentation if your disability changes.
- Requesting accommodations in advance as much as possible. Some accommodations cannot be effectively arranged quickly and require up to six weeks advance notice.
- Discussing accommodations with faculty and staff members as needed. If you have difficulty addressing their concerns or questions, contact your ADA coordinator for assistance.
- Notifying the ADA Coordinator if there are any concerns or difficulties with receiving accommodations. You and the ADA Coordinator will then decide what the next steps should be.
- Meeting with the ADA Coordinator at the beginning of each semester.

### **Student Support Office is responsible for:**

- Maintaining Colorado Northwestern Community College's academic standards.
- Requesting qualifying disability documentation in order to verify eligibility for disability accommodations, academic adjustments, and/or auxiliary aids.
- Selecting effective and appropriate accommodations, adjustments, and/or auxiliary aids in consultation with the student.
- Denying requests for accommodations, academic adjustments, and/or auxiliary aids when disability documentation does not identify a specific disability, fails to verify the need for the requested services, or is not provided in a timely manner.



- Denying requests for accommodations, adjustment, and/or auxiliary aids that are inappropriate or unreasonable based on disability documentation including any that:
  - Pose a direct threat to the health and safety of others
  - Constitute a substantial change or alteration of an essential course element/program standard
  - Pose undue financial or administrative burden on Colorado Northwestern Community College
- Maintaining student files in a confidential manner.
- Writing individualized letters to faculty or staff members, identifying reasonable accommodations and why they are needed. Letters will detail who is responsible for specific parts of providing accommodations and what to do if there are any concerns.
- Releasing disability-related information on a need-to-know basis to other college faculty and staff members and discussing the student's eligibility with diagnosing professionals, given signed consent.
- Discussing with the student about how their disability impacts them at the college, and informing them when additional documentation is needed.
- Helping the student to identify reasonable accommodations.

**Faculty and staff are responsible for:**

- Understanding accommodations recommended by ADA Coordinator and contacting ADA Coordinator if they think additional accommodations are needed.
- Contacting the ADA Coordinator if there are concerns or questions about accommodations and how they will be provided.
- Knowing the essential elements of a course or program.
- Referring any student who has self-identified and would like to receive accommodations to the ADA Coordinator.

