



## **GUIDELINES FOR ACADEMIC ACCOMMODATION**

San Juan College (SJC) recognizes the importance of providing reasonable accommodations in its academic procedures and practices where necessary for individuals with disabilities to access SJC educational programs, activities, and services. These guidelines explain the specific requirements which govern requests for reasonable accommodation for academics. SJC reserves the right to amend this policy at any time as circumstances require.

### **Procedure for Requesting Reasonable Accommodation**

Request for accommodations will be made by the student to the San Juan College Disability Services Office (DSO). DSO will work with the student to provide all necessary paperwork to evaluate the request.

Requests for reasonable accommodation at SJC are governed by the following requirements:

#### **1. Requesting Academic Accommodation**

- a. Academic accommodation(s) requests based on medical, psychological, or other disability-related needs are initiated by completing the academic accommodation application under Disability Services located on the MySJC Portal. The DSO will contact the student to schedule an intake appointment. The intake discussion will be held and appropriate documentation, if needed, will be requested. The Disability Services Coordinator will determine if and what accommodation is appropriate and necessary.
- b. SJC will accept and consider requests for reasonable academic accommodation at any time.
- c. Final determination of accommodations will not be complete until the request for academic accommodations, release of information, and supporting documentation completed by a qualified clinical professional or healthcare provider have been submitted to the DSO.
- d. The individual making the request for accommodation must cooperate with the DSO in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.

#### **2. Determination of Reasonableness**

- a. The DSO may consult with faculty to determine how to implement the accommodation.
- b. The DSO may deny the requested accommodation if it is unreasonable.
  - i. An accommodation is unreasonable if it:
    1. imposes an undue financial and/or administrative burden;
    2. fundamentally alters the essential course or program outcomes;
    3. poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including SJC property; and/oris otherwise unreasonable to the operation of SJC.

#### **3. Approval of Accommodation**



If the DSO approves the accommodation request, the student and faculty member will receive written notification.

**4. Denial of Accommodation/Appeal**

- a. If the DSO determines the requested accommodation is necessary but unreasonable, the student will notify the student in writing.
- b. Documentation of a special need or disability does not guarantee that the request will be approved.
- c. Appeals of reasonable accommodation decisions are heard by the Vice President of Student Services. The office is located at Rm. 4122 Education Services Building and the phone number is 505-566-3400.
- d. The Section 504 Title II Coordinator handles complaints of discrimination, harassment, and retaliation, including, but not limited to, the accommodation process or denial of an appeal of an accommodation decision. The Assistant Director of Human Resources/Officer of Equity, Diversity and Inclusion is the designated Section 504/Title II Coordinator. The office is located at Rm. 4236 Education Services Building and the phone number is 505-566-3515.

**5. Confidentiality and Recordkeeping**

In processing requests for reasonable accommodations, SJC will take all steps required by federal, state, and/or local law to protect the confidentiality of any information or documentation disclosed in connection with the requests. Such measures may include limiting access to such information to individuals specifically designated to determine and implement requests for reasonable accommodations, who will disclose the information only to the extent necessary to determine whether to grant the request, determine if the request is unreasonable, and implement any request granted, keeping all written requests and accompanying documentation in a secure area to which only those designated individuals have access, except as otherwise required by law.

**6. Non-Retaliation Provision**

SJC will not retaliate against any individual because that individual has requested or received reasonable academic accommodation.