

Board of Education Series - 1000

**AFFIRMATIVE ACTION AND DISABILITY PROGRAMS**

- Person With Disabilities:
1. Submits appropriate documentation to the Affirmative Action Director or the Coordinator for Persons with Disabilities, prior to receiving consideration for any reasonable accommodation or appropriate academic adjustment.
  2. Submits written request at least two weeks in advance for events published in the college’s quarterly schedule, and oral request at least two days in advance for other events scheduled by the college, to the Affirmative Action Director or the Coordinator for Persons with Disabilities. Requests are to include all forms of expected accommodation.
- Affirmative Action Director or Coordinator for Persons with Disabilities:
1. Consults with appropriate college administrators whenever special accommodations are requested.
  2. Advises person with disability in a timely fashion as to appropriate service options and how to access those options.
  3. Answers questions regarding appeal process: public and employees use Affirmative Action grievance procedure; registered students use student grievance procedure.
- College Staff:
1. Implements reasonable accommodation and academic adjustment recommendations by Affirmative Action Director and/or Coordinator for Persons with Disabilities.

May 26, 1993  
*Adopted College Council*

October 30, 2015  
*Revised by College Executive Administration*

Revised