



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 5052 STUDENT SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

- 1.0 The Office of Student Support Services (SSS) identifies appropriate educational accommodations and determines eligibility to services for students with disabilities as defined by the Americans with Disability Act, and maintains all disability and academic adjustment/accommodation related records for students with disabilities.
 - 1.1 It is solely the responsibility of the SSS Office to review and approve any academic adjustments/accommodations. No other college personnel are authorized to approve academic adjustments/accommodations for students.
- 2.0 Students enrolling at Oklahoma City Community College (OCCC) who have self-identified a disability that will in any way impair their access to the enrollment and/or learning process should be referred to SSS where the following will occur:
 - 2.1 An advisor for students with disabilities will interview the student to determine the nature of the disability and the specific documentation needed to (a) verify the disability and (b) establish the basis for the development of appropriate educational academic adjustment/accommodations.
 - 2.2 An advisor will discuss with the student the resources available both on and off campus and refer where appropriate.
 - 2.3 Once SSS reviews an academic adjustment/accommodation request, the student will be provided with notification of the academic adjustment/accommodation approved or a reason for the denial of the request.
 - 2.4 Authorization of academic adjustment/accommodation(s) notification for faculty is available through the electronic class roster.
 - 2.5 When special physical arrangements are required as part of an academic adjustment/accommodation, SSS will communicate the requirement to Facilities Management personnel.
 - 2.6 The student shall be responsible for discussing with SSS any need for modification(s) to an academic adjustment/accommodation. The student shall also be responsible for informing SSS of any failure by OCCC to implement the academic adjustment/accommodation(s) as granted.
 - 2.7 SSS will be available to consult and collaborate with individual faculty members (when necessary) regarding academic adjustment/accommodations designated appropriate to their discipline and the student's specific class section.
 - 2.8 SSS will provide the required disability statement for the faculty syllabi.

Related policy: College Policy No. 5075 Student Accommodation Grievance

Effective January 2, 1991
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