

## ARC 640P

### Academic Accommodations Procedure

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A student requesting accommodation services at Clackamas Community College will need to participate in an initial meeting with a DRC staff member. Meetings are done in person and take thirty minutes to one hour depending on the student. In extenuating circumstances, such as an online student who is homebound due to a medical disability, meetings can be done over the phone by DRC staff using contact information from the Clackamas Student Information System only.

Meetings consist of gathering information from two of three sources or an observable disability:

- Observations and interaction(s) are a critical part in determining an accommodation, as some disabilities may not require further documentation if it is an apparent or visible disability. DRC staff will document any observations or interactions to assist in determining reasonable accommodations.
- Documentation that provides the DRC staff with information about the disability and /or accommodation recommendations from sources such as doctors, previous schools, and other reports or assessments the student provides to staff from qualified providers. A qualified provider is one who has expertise in the area of the disability.
- A student's self-report allows the DRC staff to learn the history of the student's disability and, if accommodations have been used in the past, what has been effective in reducing barriers for the student. Not all previous accommodations may be granted as reasonable for students at Clackamas Community College, such as ones provided as part of an Individual Education Plan (IEP) or 504 plan from the K-12 system. If a portion of the student's self-report is needed for the accommodation, only that portion will be documented.

There is no designated listing of a single or multiple accommodation per disability, as each person may be impacted differently. DRC staff will provide a listing of general reasonable accommodations to the student and faculty members. In some cases the course curriculum may conflict with provided accommodations. DRC staff will then work with faculty and the student to identify a resolution for accommodations without modifying course outcomes.

## **Appendix 1**

### **Provisional Accommodation**

Clackamas Community College will provide a student one term of provisional accommodations while additional documentation is being requested. This is determined through the assessment of reasonable evidence from two of three sources from the student but reports provided are not enough to determine long term accommodations.

Provisional accommodations are valid during the term in which the student applies for services or the subsequent academic term following accommodation approval. The provisional accommodation(s) will allow the student time to provide the DRC with further documentation thus preventing a barrier to learning, ensuring equal educational access.

If a student does not provide requested documentation by the requested date, provisional accommodations will be suspended until documentation is received. A student may bring the sources of documentation at any time to restore accommodations (see DRC Accommodations policy).

## **END OF APPENDIX**

### **Last Reviewed**

Last Reviewed and Updated	Date: 11.21.2017
Maintained By	Access, Retention, and Completion Committee (ARC)