

Policies and Procedures Regarding Students with a Disability

I. Policy Statement

County College Of Morris (CCM) affirms its commitment to ensuring that students with a disability are not subjected to discrimination and have access to all educational programs, services, and activities, whether credit or non-credit bearing. These policies and procedures specifically address services for students with a disability. Accommodations for employees are managed by the ADA/504 Coordinator in the Office of Human Resources and Labor Relations.

II. Definitions

Disability

Under the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAA), a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. This includes individuals who:

1. Have such an impairment;
2. Have a record of such impairment; or
3. Are regarded as having such an impairment.

Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

III. Compliance with Federal Law

County College of Morris adheres to Section 504 of the Rehabilitation Act of 1973, the ADA of 1990, and the ADAAA of 2008. No otherwise qualified disabled student will be excluded from participation in, denied the benefits of, or subjected to discrimination in any college program, service or activity.

IV. Reasonable Accommodations

The Accessibility Services Office (ASO) strives to proactively identify and remove barriers to access and facilitate full participation by providing support and guidance to students with

disabilities. Upon request, CCM will provide reasonable accommodation(s), modifications and/or auxiliary aids to otherwise qualified students as required by law to ensure equal access to educational opportunities, programs, and services. Determination of reasonable accommodation is made through an individualized, interactive process conducted by the Accessibility Services Office. Students with a disability must self-identify and follow the procedures of registration with the Accessibility Services Office.

CCM may deny any accommodation that:

- Poses a direct threat to the health or safety of others.
- Constitutes a fundamental alteration of a course, program or service.
- Imposes an undue financial or administrative burden.

V. Eligibility for Services

To engage in the interactive process for accommodations, a disabled student must:

1. Self-identify and engage with the Accessibility Services.
2. Submit documentation from a qualified professional regarding the disability and its current functional impact. Submission of supporting documentation must be made in a timely manner, allowing for reasonable processing time; CCM reserves the right to ask for further documentation regarding specific requested accommodation. The following documentation criteria should be used in forwarding assessments to Accessibility Services for disabilities verification:
 - a. **Physical, Sensory, and Health-Related Disabilities**
 - i. Verification of the disabling condition must be obtained from a licensed health care professional that is qualified and currently or recently associated with the individual.
 - ii. The diagnosis must reflect the present level of functioning of the major life activity affected by the disability.
 - b. **Psychological Disorders or Attentional Disorders**
 - i. Verification of diagnosis and severity of disabling condition from a qualified professional (e.g. psychiatrist for ADD/ADHD, psychologist or psychiatrist for other psychological disorders).
 - ii. A detailed description of how this impairment significantly limits a major life activity in an educational setting (for students) should be provided.
 - c. **Learning Disabilities**
 - i. A professional qualified to diagnose a learning disability (e.g. a licensed psychologist, learning disabilities specialist, neuropsychologist), must prepare the

- evaluation. Collaboration with speech and language clinicians, reading specialists and other educational professionals may be appropriate and necessary for a comprehensive assessment.
- ii. Results of a clinical interview with the individual and descriptions of testing procedures, instruments used, test and sub-test results reported in standard scores should be included.
 - iii. Evaluations must be comprehensive and include test results in the following areas, where applicable: intelligence, reading, mathematics, spelling, written language, language processing, and cognitive processing skills. Testing should carefully examine areas of concern/weakness as well as areas of strengths.
 - iv. A clear diagnostic statement based on test results and personal history must be included.
 - v. An evaluation should be no more than three (3) years old. This requirement may be waived if deemed not medically necessary.

3. Participate in an interactive intake meeting to determine accommodations; accommodations are not retroactive and begin only after eligibility is confirmed and agreed upon from all parties. Students are obligated to utilize all adjustments and/or accommodations properly and responsibly.

VI. Appeal and Grievance Rights

Students may appeal decisions regarding eligibility or accommodation provision. The grievance process applies to all CCM programs, including credit, non-credit, workforce development or virtual campus courses. For specific process guidelines, please see below.

VII. Confidentiality

Disability related information is confidential and will only be disclosed on a need-to-know basis or as required by law. Records will be retained for five (5) years and destroyed in accordance with the College's Records Retention and Disposition Schedule policy.

VIII. Accessibility Services Procedures

The Accessibility Services Office located in the Sherman H. Masten Learning Resource Center, LRC 105 serves as the primary contact for all student disability-related accommodations. Their contact information is as follows:

Phone: (973) 328-5284

Email: aso@ccm.edu

Website: <https://www.ccm.edu/student-support/accessibility-services/>

1. Notification and Outreach

Services are advertised in the CCM College Catalog and website.

All admitted students receive a notification encouraging them to contact Accessibility Services for any access needs.

2. Application for Services

Students can apply for services with the Accessibility Services Office by filling out the accessible online application found here: [Accessibility Application](#)

3. Documentation Guidelines

Current documentation guidelines are available on the Accessibility Services Office website. <https://www.ccm.edu/student-support/accessibility-services/documentation-guidelines/>

Students with a disability are asked to submit documentation to verify eligibility. The following guidelines are provided in the interest of assuring that documentation verifies eligibility and supports requests for accommodations, academic adjustments, and/or auxiliary aids at the post-secondary level. However, to reduce access barriers, the Accessibility Services Office encourage students to have a discussion with Accessibility Services staff regarding documentation requirements.

4. Accommodation Implementation

Once accommodations are established, students with a disability will have access to Titan's Aim which affords them the opportunity to electronically send their faculty members their accommodation letters. Students will have access to schedule accommodated testing appointments and utilize other accommodations through this system.

Accessibility Services coordinates services for students with permanent disabilities including assistance in registration, advisement, parking, referrals, adapted classroom activities, and other special needs. It is the responsibility of the student to identify him/herself as disabled and request

assistance from this office. The College **does not** provide specialized tutors or individual assistants for students.

Academic requirements for majors may be examined for modification based upon the submission of appropriate documentation. Requests to modify academic requirements must be made to Accessibility Services.

5. Personal Assistants & Equipment

The College does not provide personal aides or individualized medical devices.

6. Facility Access

Courses may be relocated to ensure physical access when necessary.

7. Grievance Procedure

- a. **Initial Complaint**
Submit a written grievance to the Director of Accessibility Services within ten (10) business days of the incident.
 - b. **Resolution Meeting**
The Director or designee appointed by the director of the Accessibility Services Office will schedule a meeting with all concerned parties within five (5) business days of receiving the complaint to mediate and address the issues involved.
 - c. **Escalation**
If unresolved, the Director will forward the matter to the forward the complaint to the Assistant Vice President of Student Affairs within ten (10) business days.
 - d. **Final Appeal:** If still unresolved, the student may appeal the decision directly to the Senior Vice President of Academic Affairs, Workforce Development, and Student Success, whose decision is final.
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8. Undue Hardship

For the purposes of this document, the College applies the ADA definition of “undue hardship” as an action requiring significant difficulty or expense. Factors to be considered in determining undue hardship may include, but are not limited to:

- a. The cost of the accommodation required under ADA;
- b. The financial resources of the facility involved in the provision of the reasonable accommodation;
- c. The number of students and/or employers involved;
- d. The financial impact on the facility;
- e. The impact on the operation and geographic, physical, administrative, or fiscal relationship of the facility in question.