

COMMUNITY COLLEGE OF VERMONT

DISABILITY ACCOMMODATION POLICY

March 8, 2005

Revised June 5, 2025

See also:

Complaint Resolution Policy

Non-Discrimination Policy

Service Animal Policy

Page 1 of 5

POLICY

The Community College of Vermont (CCV) intends to comply fully with the Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. CCV has established guidelines to provide equal access to educational programs and employment. No otherwise qualified individual with a documented disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of CCV.

PROCEDURES

1. General guidelines

- a. CCV will notify all College constituents of nondiscrimination policies and procedures; further, CCV will make training available to employees regarding nondiscrimination and reasonable accommodation(s) of persons with documented disabilities.
- b. CCV will appoint and maintain an ADA Compliance Officer/504 Coordinator. Questions and concerns regarding ADA compliance should be directed to the ADA Compliance Officer/504 Coordinator in Human Resources (ccvhr@ccv.edu).
- c. CCV will notify staff and students of emergency evacuation procedures, which will include providing assistance to those with disabilities.
- d. CCV will make available, upon specific request, alternatively formatted College documents.
- e. Any person who wishes to appeal a decision related to ADA compliance should pursue resolution through the appropriate complaint resolution procedures (see [Complaint Resolution Policy](#)).

2. Guidelines regarding students with disabilities

CCV offers regular services, available to all students, which may be sufficient to accommodate the needs of certain students with disabilities; these services include low student-to-instructor ratios, academic advising, learning supports, and developmental skills courses.

In cases where students need accommodation, the College has established the following procedures to provide equal access to educational programs and to maintain appropriate documentation for all students with disabilities:

- a. It is the responsibility of a student to make the College aware of a documented disability and the need for accommodation(s). There must be evidence that the disability substantially limits one or more major life activities related to learning.
- b. To allow reasonable time for arranging services, the student should provide documentation to the College as soon as possible, preferably four weeks prior to the beginning of classes.
- c. Accommodations cannot be retroactive. An accessibility advisor will meet with the student and will continue as the student's advisor throughout the process of arranging accommodation(s).
- d. While participation of other support persons or providers (e.g., vocational-rehabilitation counselors or parents) is welcome with documented permission from the student, it is essential that the student speak with the accessibility advisor directly.
- e. During the initial appointment, the accessibility advisor will inform the student of the responsibilities of both the College and the student in making accommodation(s).
- f. The student is required to provide appropriate documentation from an authorized agency, individual, or appropriate medical source. The documentation must include the names, titles, and professional credentials of the evaluator(s). This documentation must describe the disability and provide an explanation of how this condition may affect the student in an academic setting. The documentation may also suggest reasonable accommodations that might be necessary to assist the student in a College setting. The documentation must be current. The College reserves the right to judge the appropriateness, timeliness, and source of the documentation. This documentation will be filed in a secure database with the accessibility advisor.

- g. It is the responsibility of the accessibility advisor, on behalf of the College, to determine the appropriateness of the accommodations requested by the student with a disability. The accessibility advisor will review the documentation and request for accommodations and respond within a reasonable amount of time, normally two weeks. When necessary, the accessibility advisor will consult with CCV's ADA Resource Coordinator, faculty, and/or appropriate outside sources.
- h. A form describing the accommodation(s) will be prepared and signed by the student and the accessibility advisor. This form listing accommodations will be sent to the student's instructors.
- i. The student may also grant outside agencies and CCV permission to exchange information related to meeting their academic needs, specifying the type of information that can be released. The accessibility advisor will record any information which results from such an exchange.
- j. The accessibility advisor may deny the request for accommodation(s) if the requested accommodation fundamentally alters the nature of the College's program, if it can be demonstrated that the cost would place an undue financial burden on the College, if the request would be unduly burdensome administratively, if the student poses a substantial risk of harm to themselves or others, the accommodation(s) would give an unfair advantage over their non-disabled peers, or if the provision of the accommodation(s) would render the student not otherwise qualified.
- k. The College recognizes that students with temporary disabling conditions may wish to pursue short-term accommodations to ensure access to a program, service, or activity. Students are encouraged to work with their advisor and faculty members to discuss arrangements. The faculty members and advisor may consult with an accessibility advisor. Accommodations for temporary disabilities will only be in effect while the disabling condition is present.
- l. In accordance with Title IX, students who are seeking accommodations due to pregnancy and/or childbirth may contact the Title IX coordinator.
- m. Students who wish to utilize the services of a Personal Care Assistant (PCA) in a CCV class should follow the guidelines outlined in this policy for securing accommodations. A PCA is a person hired by the student to assist in activities of daily living. A PCA is not a behavioral or academic aide. An accessibility advisor will review the request to determine the amount and level of support that the PCA will provide in the classroom.

3. Guidelines regarding employees with disabilities

CCV employees with a qualified disability may request accommodation(s) to perform their work. The College has established the following procedures to provide equal access to employment and to maintain appropriate documentation for all employees with disabilities:

- a. CCV employees with documented disabilities should discuss their needs and request accommodations through Human Resources (ccvhr@ccv.edu). The employee should describe their disability and how it affects the essential duties of the job.
- b. If step a (described above) fails to meet the needs of the employee, they can submit a formal request to Human Resources (ccvhr@ccv.edu) for accommodation(s). The request must include:
 - i. a letter from the employee that describes the disability, identifies how the disability affects the essential duties of the job, and requests specific accommodation(s).
 - ii. documentation from an appropriate authority that describes the disability and recommends accommodation(s).
 - iii. a letter from the supervisor confirming the employee's need for accommodation(s) in order to meet specific job responsibilities.
- c. A Human Resources representative will consult with the supervisor and the employee and consider the options for accommodation(s).
- d. Human Resources will respond to the request within a reasonable amount of time, normally two weeks. The College may provide the specific accommodation(s) requested, may offer alternative accommodation(s), or may deny the request for accommodation(s) if it can be demonstrated that the cost would place an undue financial burden on the College or if such accommodation(s) would fundamentally alter the way the College operates.
- e. The employee will acknowledge, in writing, the acceptance of any accommodation(s).
- f. The supervisor and employee will keep Human Resources informed of the arrangements for and effect of any accommodation(s).

4. Guidelines regarding applicants to CCV positions and all other CCV constituents

CCV applicants or any CCV constituent with a qualified disability may request accommodation(s) in seeking employment, to participate in programs that are open to the public, to visit an academic center, or to meet with a staff member. The College has established the following procedures in such cases:

- a. If an individual needs accommodation(s) their request should be directed to CCV Human Resources (ccvhr@ccv.edu). Appropriate documentation of their disability may be required as part of the process. CCV Human Resources will refer requests to other CCV departments as may be appropriate.
- b. To allow reasonable time for arranging services, the individual should allow the College as much notice as possible.
- c. The College will respond to the request within a reasonable amount of time. The College may provide the accommodation(s) requested, may offer alternative accommodation(s), or may deny the request for accommodation(s) if it can be demonstrated that the cost would be an undue financial burden on the College or if such accommodation(s) would fundamentally alter the way the College operates.