

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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REASONABLE ACCOMMODATIONS  
FOR PERSONS WITH DISABILITIES

Effective June 26, 2000

Procedure No. 11-05 (A)

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(1) Employment Applicants:

Applicants for employment may request reasonable accommodations for the employment interview by indicating such request(s) on the college application form or at the time the applicant becomes aware of the need for such accommodation. If the college requires additional time to review or arrange the requested accommodation, the employment interview may be rescheduled at a time mutually convenient to the applicant and the college.

(2) Employees:

- (a) Employees of the college may request reasonable accommodations at any time they become aware of the need for such accommodations.
- (b) All employee requests for accommodations must be made in writing and must include (1) medical documentation of the functional limitations of the disability which necessitate the request for accommodation, (2) a statement describing the type of accommodation requested, and (3) a statement of how this accommodation would assist in the performance of essential job requirements.
- (c) All requests for reasonable accommodations will be directed to the employee's immediate administrator, who will review the written request, discuss the request and other options for accommodation with the employee, and consult with the ADA Monitoring Committee to ensure that all options for accommodation have been considered. For requests which require expenditures in excess of five hundred dollars (\$500) or for requests which would alter work responsibilities or assigned working hours, the appropriate Vice President/Provost(s) shall be consulted. The administrator will, after all appropriate consultations, prepare a written response to the request for reasonable accommodation. The response will indicate the disposition of the request and any conditions or changes determined to be appropriate in the approval or denial of the original request.
- (d) If outside sources are identified as being responsible for providing services identified as reasonable accommodations, employees may be asked to assist the college in securing

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such services.

- (e) The college reserves the right to deny accommodations which, despite their benefits to employees, would fundamentally alter the programs or services of the college, would impose an undue hardship on the college, or would result in a direct threat to the health or safety of the individual or others.
- (f) Employees not satisfied with a determination on accommodations may appeal the decision in accordance with the problem resolution policy in Section 3-26 of this manual.

(3) Applicants for College Programs and Services:

- (a) Applicants for any college program or service may request reasonable accommodations at any time they become aware of the need for such accommodations.
- (b) All applicants to educational programs will be advised at the time of scheduling a placement test of their right to request reasonable accommodations for the testing session. If the college requires additional time to review or arrange the requested accommodation, the testing session may be rescheduled at a time mutually convenient to the applicant and the college.
- (c) Any college-sponsored programs (job fairs, open house, workshops, etc.) will include in their registration procedures the appropriate methods for participants to request reasonable accommodations.

(4) Students:

- (a) All requests for reasonable accommodations by students with disabilities will be directed to the Department of Disability Services. The student will be interviewed by department staff to obtain (1) documentation of the functional limitations of the disability which necessitate the request for accommodations, (2) a statement describing the type of accommodation requested, and (3) a statement of how this accommodation would

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assist in the performance of essential curriculum requirements.

Student requests will be reviewed on an individual basis by a multi-disciplinary team of professional staff members of the department, and the requests will be approved or denied. If additional information is required, the team may consult with resources including academic departments, equipment vendors, vocational rehabilitation counselors, or others who may provide information helpful in determining the college's response to the student request.

- (b) All student requests for reasonable accommodations will be reviewed by the college on an annual basis, and students will be provided an opportunity to initiate such review at any time they may identify the need for additional accommodations by filling out the Request for Services form which shall be available in the Department of Disability Services.
- (c) Students will be informed of the time lines for requesting reasonable accommodations and the procedures for accessing approved accommodations.
- (d) Any accommodation request which includes a course waiver or a course substitution must also be approved by the chairperson of the academic department in which the student is enrolled.
- (e) Any accommodation which requires an expenditure in excess of five hundred dollars (\$500) must also have the approval of the Associate Provost.
- (f) If outside sources are identified as being responsible for providing services designated as reasonable accommodations, students may be asked to assist the college in securing such services.
- (g) The college reserves the right to deny reasonable accommodations which, despite their

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benefits to students, would fundamentally alter the programs or services of the college, would impose an undue hardship on the college, or would result in a direct threat to the health or safety of the student or others.

- (h) Students not satisfied with a determination on accommodations may appeal the decision in accordance with the student problem resolution process in Section 7-09 of this manual.