

## 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, online, or over the phone and take thirty minutes to one hour depending on the student.

Meetings consist of gathering information from three sources.:

- 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 through DRC application 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.
- Intake meeting- Allows the DRC to gather all information from the application and the documentation and discuss the student's disability and how it impacts the student's ability to learn and take a test.

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 letter of 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 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	Date: 3.18.2024
Administered by	Disability Resource Center
Maintained By	Access, Retention, and Completion Committee (ARC)
ISP Committee – if appropriate	Date: 10/13/2023
College Council – first reading	Date: 11/17/2023
College Council – second reading	Date: 12/1/2023
President’s Council	Date: 12.5.2023 & 1.9.2024
Final review by ARC	Date: 3.18.2024

