



Student Handbook

2020-2021

Disability Services Office

Louis F. Cappelli, Sr. Student Center
Taft Hall, Office 311

Disability Services Office

The Disability Services Office (DSO) is a support service for students with disabilities at Camden County College. Established in 1988, the DSO has assisted several hundred students with services including obtaining accommodations, academic advisement, career exploration and off-campus community resources.

Why do we have Disability Services?

Under Section 504 of the Vocational Rehabilitation Act of 1973 (504), and the Americans with Disabilities Act of 1990 (ADA), the college has a responsibility to accommodate and provide access to students with disabilities. The Section 504 reads, in part:

“No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.”

This act guarantees civil rights for Americans with disabilities, which has been extended recently with the passage of the ADA. With respect to postsecondary education services, “otherwise qualified” means a person with a disability who meets the academic and technical standards requisite to participation in the program or activity.

Section 504 is the section of the law that requires colleges and universities to make arrangements necessary to eliminate discrimination on the basis of disability. With the exception of removing architectural barriers, no set formulas exist for making adjustments that will be helpful in every case. The law requires that academic accommodations meet the unique needs of the student’s disabling condition. Thus, adaptations will be specific to the individual student and their disability.

Confidentiality of records is maintained within the DSO. Upon the student’s written release, the DSO can verify the disability and make recommendations for necessary academic adjustments. Without such a release, the DSO is unable by law to discuss the specific nature of a student’s disability.

How do I Request Accommodations?

Accommodation requests and approvals are an **interactive and individualized** process between the student, faculty, and the DSO staff. (A flowchart outlining the steps below can be found in Appendix A.)

- Students must self-identify as having a disability by contacting the DSO and scheduling an appointment to meet with the Director.

- Students must present required documentation per the guidelines found in Appendix A. Documentation and accommodation needs are discussed together with the student.
- Eligibility decisions are made within 2 business days of meeting with the Director. Once approved as eligible for accommodations, students are given a Letter of Accommodation, signed by both the student and the Director of the DSO, which details the discussed and approved accommodations.
- Students present and review the letter with their instructors and obtain the instructors' signature. This should be done within the first week of the start of class.
- The signed letters get returned to the DSO and are maintained in the students' files.

Students are strongly encouraged to come to the DSO prior to the start of the semester so that course requirements and appropriate academic adjustments can be discussed as early as possible. Examples of accommodations that specifically need to be addressed early are special considerations regarding test-taking and note-taking procedures, reproduction of written materials, visual aids, and any physical access adjustment which need to be made, as well as, alternative textbooks.

Although not all buildings and walkways on our campuses are barrier-free, procedures are being enacted to make accommodations, especially for class participation, more accessible. If a student with a mobility impairment enrolls in a course scheduled in an inaccessible space, the student should immediately contact the DSO to arrange for a room change. Students with physical disabilities are encouraged to use priority registration opportunities so appropriate adjustments can be made. In the event of disruption to elevator service, students with physical disabilities who need to leave a building but cannot use an elevator should contact Public Safety (Ext. 4288) to arrange for the use of a stretcher chair to exit. Students will not be carried into a building with this device, but they will be offered the option to exit if they give permission to the trained Public Safety Staff ONLY. *If you encounter an area that is inaccessible please report it to the DSO.*

What are some examples of Reasonable Accommodations?

Reasonable Accommodations are provided on a case by case basis according to the appropriate documentation submitted by the student to the DSO.

Accommodations may include:

- Extended time for tests, quizzes, or exams
- Recording of lectures
- Reduced distraction testing environment
- Note-taker services
- Readers/scribes
- Use of Assistive Technology
- Flexible attendance/deadlines as needed due to a medical disability

- Alternative textbooks

Where should I go for advisement/academic counseling?

Camden County College encourages students with disabilities to contact the DSO to arrange for services and to plan their course schedules. Students requiring assistance with registration and program planning can be assisted to make the process effective and reasonable. The DSO staff can also meet with students to discuss learning strategies and techniques to make the college experience more successful. The DSO office is located on the third floor of Taft Hall on the Blackwood campus. Please see the website for more information at https://www.camdencc.edu/student_life/student-services/disability-services/.

What is the DSO policy regarding note-takers?

A student with a disability must provide substantive and current documentation, which supports the need for a note-taker, as mandated by Section 504 of the Rehabilitation Act of 1974. Note-takers are not substitution for class attendance or participation on the part of the student with the disability. The DSO pays minimum wage to students who are selected as note-takers. Once a need for a note-taker accommodation is identified, the DSO staff will reach out to the students and instructors for the classes where services are needed to recruit note-takers. The DSO also encourages students to advocate for themselves in identifying potential note-takers in the classes where services are needed. The identified note-takers are then set-up to be paid directly by the college for the hours of note-taking performed. The DSO can provide carbon paper to the note-takers or can make copies of the notes to give the student with a disability.

How can I access Assistive Technology?

Students registered with the DSO and deemed eligible can access various technology tools needed to foster academic success. Students should come prepared to discuss the type of technology that they are comfortable with, or that works best for their specific disability needs. The DSO will collaborate with the Office of Information Technology liaison to ensure eligible students have access to the identified technology in their classrooms. Accommodations and Assistive Technology are provided on a case by case basis and are individualized to the students' needs.

What is the policy on Service Animals?

Camden County College is committed to supporting students and guests with disabilities that require the assistance of service animals. As established and defined by the Americans with Disabilities Act (ADA), service animals shall not be excluded from Camden County College campuses, facilities or activities. While the College will make every effort to accommodate students with unique physical and emotional needs, no animals, with the exception of service dogs and animals being used for instructional purposes, are allowed on campus or in campus buildings during hours of instruction, events or normal business operations. Emotional support animals are not permitted inside of Camden County College buildings and facilities except for purposes of an animal's participation in instructional programs such as the veterinary technology

program. On a case-by-case basis, the College will engage in the interactive process required by the applicable law in an effort to accommodate the needs of an individual and the College

How can I access Tutoring Services?

All tutoring assistance is provided through the college's Tutoring Center, which offers locations at each CCC campus/center. Free online tutoring is also available for all CCC students. For more information about these services, please contact the Tutoring Center directly or visit the website at https://www.camdencc.edu/student_life/student-services/tutoring-center/. Students are encouraged to consult with the DSO Director if they are experiencing problems with course completion.

What are examples of testing accommodations provided?

Students with disabilities may be afforded alternate testing arrangements if this is identified as an accommodation needed based on the disability. The College's responsibility is to respond to a request for test adaptation and to assure the valid measurement of the student's academic achievement, not the functional limitations caused by the disability. The student has the right to appropriate testing adjustments based upon the disability. Testing adjustments may be provided by the faculty member. The student's specific testing needs will be determined through interactive consultation between the faculty member, the student and the DSO staff. To create a fair testing situation for students with disabilities, the following should be considered:

- an accessible test site
- quiet test environment
- large-print copies of test when necessary
- extended uninterrupted time
- assistive technology
- reader/scribe

(Students in need of reader or scribe services for testing will need to notify the DSO and make the request **at least one week before the test date**. All testing accommodations require that students register with the DSO and present a letter of accommodation to the instructor/testing center.)

Grievance Process

Camden County College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975 and New Jersey's Law Against Discrimination. These laws prohibit discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, sex, familial status, domestic partnership status,

disability and handicap. Decisions on admission, recruitment, financial aid programs, access to course offerings, or other aspects of its educational programs or activities including vocational programs and vocational opportunities, are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Associate Dean of Students/Deputy Title IX Coordinator/Section 504 Coordinator, Camden County College, PO Box 200, Blackwood, NJ 08012, (856) 227-7200, ext. 4371 or to the Assistant Secretary, Department of Education, 404 Maryland Avenue S.W., Washington, D.C. 20201.

Filing a Grievance:

Procedure:

- A grievance must be filed as soon as possible after the complainant becomes aware of the alleged violation.
- A grievance must be filed in writing or in person, by mail, by telephone, or by electronic mail at any time (including non-business hours) using the contact information for the Section 504 Coordinator.
- A grievance should include the contact information of the person filing the complaint, including student id number and a brief description of the alleged violation.
- The grievance should be addressed to:
Jacqueline Tenuto, Associate Dean of Students/Deputy Title IX
Coordinator/Section 504 Coordinator
200 College Drive
Blackwood, NJ 08012
Taft Hall, Office 302
Phone: (856) 227-7200, extension 5088
Email: jtenuto@camdencc.edu

Investigation:

- Within seven (7) business days the Section 504 Coordinator will initiate an impartial, adequate and reliable investigation.
- An investigation, as may be appropriate, will follow the filing of a grievance. The investigation will be conducted by the **Associate Dean of Students /Deputy Title IX Coordinator/Section 504 Coordinator** or his/her designee. Investigations will be conducted as expeditiously as possible and are usually completed within 60 days, though

this may vary based on the availability of the witnesses, the scope of the investigation or unforeseen circumstances.

- This process will include a thorough investigation. During an investigation, the grievant will have the opportunity to describe his/her allegations and present supporting witnesses or other evidence. The investigator will review the evidence presented and will meet with additional witnesses identified by the grievant, the respondent or third parties, as determined appropriate by the investigator. All parties involved in the investigation are expected to cooperate and provide truthful information throughout the investigation process.
- All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

Confidentiality:

- Camden County College makes every reasonable effort to conduct investigations and related proceedings in a manner that protects the privacy of all parties. Each situation is reviewed as discreetly as possible, with information shared only with those who need to know about it in order to investigate and resolve the problem. All participants in an investigation will be advised that they should keep the grievance and the investigation confidential.

Conclusion:

- At the conclusion of an investigation, the **Associate Dean of Students/Deputy Title IX Coordinator/Section 504 Coordinator** will determine whether the preponderance of the evidence indicates that the respondent violated Camden County College's policy prohibiting discrimination and harassment. The **Associate Dean of Students/Deputy Title IX Coordinator/Section 504 Coordinator** will provide, in writing, his/her conclusions and any recommended actions to the appropriate College office. For students, the appropriate office is the Executive Dean of Student Affairs/Title IX Coordinator. The grievant and the respondent will be notified in writing of the outcome of the investigation upon its conclusion.

Resolution:

- When a grievance is found to have merit, the College's response is based on several factors, including the severity of the conduct and aims to prevent problems from recurring and ensure compliance with all College policies and procedures. Violators are subject to disciplinary action in accordance with relevant College policies and/or procedures and other requirements set forth in the Staff Handbook, Faculty Handbook or Student Handbook.

Appeals:

- The grievant or respondent may request a reconsideration of the case in instances where he/she is dissatisfied with the outcome. The appeal must be made within seven (7) business days of the party's receipt of the determination from the Associate Dean of Students/Deputy Title IX Coordinator/Section 504 Coordinator. An appeal must be in writing, submitted to one of the individuals listed below as appropriate, and specify the substantive and/or procedural basis for the appeal. *The appropriate individual below will review the appeal and issue a written decision, which shall be final and not subject to any further appeal.* The decision will be issued within a reasonable period of time, generally no longer than sixty (60) days after receipt of the appeal.
- An appeal by a student should be addressed to:
Dr. David Edwards, Executive Vice President of Academic & Student Affairs
200 College Drive
Blackwood, NJ 08012
Roosevelt Hall, Office 204
Phone: (856) 227-7200, ext. 4525
Email: DrEdwards@camdencc.edu

Retaliation:

Retaliation is strictly prohibited

Camden County College prohibits retaliation against anyone for inquiring about suspected breaches of Camden County College policies, registering a complaint pursuant to its policies, assisting another in making a complaint or participating in an investigation under its policies. Retaliation is a serious violation that can subject the offender to sanctions, regardless of whether there is a finding that a complaint of discrimination or harassment has merit. Anyone experiencing any conduct that he/she believes to be retaliatory should report it immediately to the Executive Dean of Student Affairs/Title IX Coordinator or one of the individuals listed above.

ACCESSING DISABILITY SUPPORT SERVICES

To Self-Identify as a student with a disability, contact DSO Director Taryn Burkholder or come visit us in Taft Hall, Office 311

https://www.camdencc.edu/student_life/student-services/disability-services/



For your appointment, you need to bring the proper documentation

https://www.camdencc.edu/student_life/student-services/disability-services/



Schedule an appointment with Director Burkholder or walk-ins are welcome.

disabilityservices@camdencc.edu



Advisement/Registration in Taft Hall, Office 311



Submit the “Accommodation Request Form” every semester for current courses.

https://www.camdencc.edu/student_life/student-services/disability-services/

Documentation Guidelines

The Disability Services Office (DSO) is a support service for students who self-identify as needing accommodations due to a disability. Students with disabilities are required to meet essential, academic, and ethical standards of the college or university, with or without reasonable accommodations. The term “essential” serves to ensure that colleges or universities need never “fundamentally alter” their programs of instruction to accommodate students with disabilities.

In order to receive accommodations under Section 504 of the Rehabilitation Act of 1973, students are required to submit thorough and comprehensive documentation about their disability and the need for accommodations. Documentation should validate the need for services based on the individual’s current level of functioning in the educational setting.

Students can self-identify by completing the online DSO registration form found on our website (https://www.camdencc.edu/student_life/student-services/disability-services/), or by contacting Taryn Burkholder, the Director of Disability Services, at (856) 227-7200, ext 4430 or via email at tburkholder@camdencc.edu.

- A combination of the following documents will be utilized to support accommodation requests:
- Documentation that is provided by a licensed or otherwise properly credentialed professional with appropriate and comprehensive training.
 - Documentation that contains a clear diagnostic statement describing how the diagnosis was made, providing information on the functional impact of the disability and the details of the prognosis.
 - Documentation may include both formal and informal methods of evaluation. Formal, standardized assessments may include diagnostic criteria, methods & procedures used, tests and dates of administration, and a clinical narrative. (i.e., a history of accommodations, educational situations, and extent of the disability’s impact)
 - Information on how learning is affected is important in establishing a Learning Disability and the need for specific accommodations. Because the provisions of all reasonable accommodations and services is based upon assessment of the impact of the academic performance at the post-secondary level, it is necessary to provide recent and appropriate documentation.
 - Documentation should provide information on any expected or cyclical change in the functional impact of the disability over time and context and any known or suspected environmental impacts.
 - Documentation should include a description of both current and past auxiliary aids, assistive devices, support services, and other accommodations.
 - Documentation must include recommendations from professionals with a history of working with the student.

Specific Disabilities and their Documentation

Visual Impairment: A copy of your most recent eye exam which should include diagnosis, visual acuity, and limitations.

Mobility Impairment: Diagnosis of mobility impairment, description of functional limitation, record of medications w/prescribed dosage and side effects.

Psychiatric Disability: a Diagnostic & Statistical Manual of Mental Disorders (DSM) diagnosis from a psychologist or a psychiatrist stating the diagnosis, functional limitations, duration, medication, characteristics of disability.

Learning Disability: Copy of a comprehensive psycho-educational test administered within the last three years with a definitive statement of diagnosis & type of disability, all scores, and limitations.

Chronic Illness: A diagnosis from your physician stating the impact of the disability including functional limitations and medications.

Attention Deficit Disorder: Current/recent documentation which states DSM diagnosis, symptoms & functional limitations, methods used to make the diagnosis, and treatment (i.e. medication dosage/frequency).

Autism Spectrum Disorder & other Pervasive Developmental Disorders: Detailed documentation of the current level of functioning in the following areas: communication/language skills, social interaction skills, repetitive and stereotyped patterns of behavior, sensitivity to environmental conditions, and motor planning. Evidence to support these statements should include results of aptitude and achievement testing, standardized test of language skills, standardized scales of symptoms related to autism, as well as clinical observation including level of severity.

The DSO is committed to supporting and promoting an inclusive environment for all students. Any concerns regarding possible discrimination or compliance should be disclosed to, Jacqueline Tenuto Associate Dean of Students/Deputy Title IX Coordinator/Section 504 Coordinator, at (856) 374-5088 or at jtenuto@camdencc.edu