

Students with Disabilities Policy

Pursuant to Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, FPCC does not discriminate on the basis of disability in admission or access to, or treatment of employment in its programs or activities.

Students with a documented disability who wish to receive an academic accommodation in a class, program or activity on campus should contact the Vice President of Student Services or the 504 Coordinator.

An academic accommodation is a legally mandated modification or service that gives a student with a documented disability an equal opportunity to benefit from the educational process.

Academic accommodations are individualized and specific to each student's disability-related functional limitations. Appropriate accommodations must be discussed with the 504 Coordinator with final approval by the Vice President of Student Services.

It is the student's responsibility to request academic accommodations in a timely manner, within three weeks of the start of the semester. Accommodations may be implemented after the student has provided documentation of disability and completed the proper paperwork with the 504 Coordinator. Academic accommodations are NOT retroactive and do not absolve students of educational responsibilities assigned prior to receiving accommodations. An instructor is not required to give an academic accommodation for work that was completed before the request was made and official authorization was granted by the Vice President of Student Services

Types of Academic Accommodations include, but not limited to:

1. Test-proctoring for extended time.
2. Provision of alternate testing accommodations, such as readers, scribes, assistive computer technology, alternate format materials, and a reduced distraction testing environment.
3. Changing a classroom that is not accessible.
4. Use of assistive technology such as zoom text.
5. Captioning of videos.
6. Written materials in alternate formats, such as large print, books on tape, E-text.
7. Assistive listening devices.
8. Note takers – often this is a volunteer in the classroom who will share their notes.

Process for Accommodation

1. A student with a documented disability may seek an academic adjustment through the 504 Coordinator, located in the Student Services building, to initiate contact with the instructor(s).
2. The instructor(s) may also discuss the request with the student and confer with the 504 Coordinator and Student Services to determine an appropriate academic adjustment.
3. The Office of the Vice President of Student Services will track any student granted an Academic Accommodation to ensure implementation.

Appeals Process

The appeals process is outlined in the student handbook.