



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 26, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 3.30 ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

PURPOSE: The purpose of the policy is to define and explain Academic Accommodations for Students with Disabilities.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Young Harris College is committed to providing an environment in which all students have equal access to learn and work to their full potential. In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008, the College will provide reasonable accommodations for students with known disabilities.

Young Harris College recognizes a student with a disability as anyone who has registered with Disability Services in the Student Success Center (SSC) in accordance with the policies set forth by that department (available on the SSC tab on YHC Connect at connect.yhc.edu). Once a student is registered with Disability Services in the SSC, accommodations are established through a confidential, interactive, and individualized process between Disability Services staff and the student.

An accommodation is a modification or adjustment to a course, program, service, activity, or facility that would allow an otherwise qualified student with a disability equal access to the same opportunities, benefits, and privileges available to a student without a disability. An accommodation is deemed unreasonable if it would fundamentally alter the nature of the course, program, service, or facility, or if it would result in an undue burden for the institution.

Students are responsible for communicating their accommodation needs each semester to each instructor by presenting an Academic Accommodation Form obtained through Disability Services. Instructors are under no obligation to provide accommodations

without this information. Once an Academic Accommodation Form is presented by a student, the student and instructor should work together to decide how best to implement the accommodation for that class. Disability Services is always available to consult on best practices when questions arise regarding the implementation or use of accommodations.

For more information about the accommodations process or other disability-related information, please contact Disability Services in the SSC at 706.379.5200 or sscinfo@yhc.edu.

For information regarding access to campus housing, facilities, activities, and events, please refer to the Young Harris College Guide to Student Life or contact the Student Development Office at 706.379.5118 or the Office of Residence Life at 706.379.5300.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Chair, Academic Council	Date

/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson	3.16.16
Registrar	Date

APPROVED:

/s/ Cathy Cox	8.8.16
President	Date