

govern requests for reasonable accommodation policy at any time as circumstances require

Procedure for Requesting Reasonable Accommodation

Request for accommodations will be made by the student to the San Juan College Disability Services Office (DSO) -related needs are initiated by completing the academic accommodation application under Disability Services located on the MySJC Portal. DSO will contact the student to schedule an intake appointment. The intake discussion will be held and appropriate documentation, if needed, will be requested. Disability Services Coordinator will determine if and what accommodation is appropriate and necessary.

- b. SJC will accept and consider requests for reasonable academic accommodation at any time.
 - c. Final determination of accommodations will not be complete until the request for academic accommodations, release of information, and supporting documentation completed by a qualified clinical professional or healthcare provider have been submitted to the DSO
 - d. The individual making the request for accommodation must cooperate with the DSO in a timely manner in providing all information needed to determine whether the requested accommodation is necessary
2. Determination of Reasonableness
- a. The DSO may consult with faculty to determine how to implement the accommodation.
 - b. The DSO may deny the requested accommodation if it is unreasonable.
 - i. An accommodation is unreasonable if it:
 1. imposes an undue financial and/or administrative burden;
 2. fundamentally alters the essential course or program outcomes
 3. poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including SJC property; and/oris otherwise unreasonable to the operation of SJC.
3. Approval of Accommodation



If the DSO approves the accommodation request, the student and faculty members will receive written notification.

4. Denial of Accommodation/Appeal

- a. If the DSO determines the requested accommodation is necessary but unreasonable, the student will notify the student in writing.
- b. Documentation of a special need or disability does not guarantee that the request will be approved.
- c.

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