

1B.4 Access and Accommodation for Individuals with Disabilities Policy

Part 1. Policy Statement

Central Lakes College is committed to ensuring that its programs, services, and activities are accessible to individuals with disabilities through compliance with state and federal laws. The College recognizes that individuals with disabilities may require accommodations to have equal opportunities to participate in and benefit from the College's programs, services, and activities.

Part 2. Definitions. An individual with a disability:

Subpart A. An individual with a disability:

1. Any person who has a physical or mental impairment that materially limits one or more of the person's major life activities.
2. Any person who has a record of such impairment, which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

Subpart B. Qualified individual with a disability. An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a college program or activity. Basic eligibility requirements include, but are not limited to, academic and technical standards necessary for admission or participation in an educational program or activity.

Subpart C. Personal devices and services may include individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature, including assistance in eating, toileting, or dressing.

Part 3. General Access Policy.

The College shall provide access to programs, services, and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation to support their eligibility for the accommodation.

Part 4. Availability and Notice.

The College shall post notices to the public in an accessible format stating 1) the prohibition against discrimination based on disability, and 2) contact information for the person designated to provide information about or respond to requests for reasonable accommodation.

Part 5. Reasonable Accommodations.

Subpart A. Programs, Services, and Activities. The College shall make reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in, or denied the benefits of, the programs, services, or activities, nor will the individual be subjected to

discrimination. Reasonable accommodations may include modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids or equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in a service, program, or activity, or undue financial or administrative burdens.

Subpart B. Employment. MinnState Board Procedure 1B.0.1, Reasonable Accommodations in Employment, applies to accommodation requests by employees and applicants for employment.

Part 6. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities.

The College has a responsibility to provide a qualified student with a disability access to services and activities that are operated or sponsored by the institution or that receive significant institutional assistance. Such access shall be provided reasonably as required by law. At a minimum, the following must be available to qualified students with disabilities:

1. Support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services.
2. Academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, coursework assistance, testing assistance and modification, and tutoring; and
3. Coordination services may include personnel who act on the student's behalf and serve as the primary contact and coordinator for students requiring services. These services also include assistance with individual work with faculty and administrators, as well as intervention and grievance procedures.

Part 7. Process.

A student with a documented disability may request an accommodation to access the institution's programs, services, or activities, consistent with state and federal laws, by contacting the Accessibility Services Director. The Director will provide the student with a copy of Board Policy 1 B.4. If a student's request for an accommodation is denied, they may submit a written appeal to the Dean of Students, who will render a written decision within a reasonable timeframe.

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