

Procedure: 3.15a

Student Disability Accommodation Procedure

For a student with a disability to receive accommodations, they must initially register with Student Accessibility and Support Services (SASS) by filling out the [online registration form](#) upon the first time that a reasonable accommodation is requested:

- SASS will contact the student to schedule an intake interview. The student must be present for the intake interview.
- Once the intake interview is complete, the student will provide documentation of the disability [according to the guidelines](#) before the reasonable accommodation(s) can be considered.
- Once the accommodation has been determined, SASS will notify instructors of the reasonable accommodation(s).
- Students need to register with SASS once, but the student must request accommodations prior to the start of each semester.
- Accommodations are not retroactive. Students should request accommodations as soon as possible.

If a student with a disability believes that they have not received appropriate accommodations, the appeal procedure should be followed:

- Schedule a meeting with a SASS representative to discuss the accommodation. If the accommodation is related to a specific course or action by a specific instructor, the student's instructor may be asked to meet with a SASS representative and student to resolve the concern.
- If the student is not satisfied with the results of the meeting with the SASS representative, the student may request a meeting with the Dean of Student Services.
- If the student is not satisfied with the outcome of the meeting with representatives from SASS, the student may file a grievance through Kansas City Kansas Community College's [Student Grievance procedure](#). The Vice President for Student Affairs and Enrollment Management will administrate the grievance.

Board Reviewed: 09/17/2024