



POLICY AND PROCEDURE

Title:	Reasonable Accommodation Policy
Policy No.:	6.1
Department:	Student Services
Contact:	Director of Disability Support and Related Resources

Policy

As a member of the Nevada System of Higher Education (NSHE) and pursuant to federal and state laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or activities of Great Basin College (GBC) on the basis of his or her disability. GBC is committed to providing reasonable accommodations to students, employees and visitors with disabilities to afford an opportunity for full participation in educational programs and activities. Accommodations that are unduly burdensome to NSHE or GBC or that fundamentally alter the nature of the service, program, course, or activity are not required.

This Policy explains the specific requirements and guidelines which govern requests for reasonable accommodations within GBC's educational/degree programs, departments, and student housing. GBC reserves the right to amend this policy at any time as circumstances require.

Procedures

1.0 Process for Requesting Reasonable Accommodations

The Disability Resource Center (DRC) is responsible for evaluating whether to grant or deny requests for reasonable accommodations in GBC educational/degree and student housing programs. The DRC will assist in evaluating and responding to accommodation requests involving GBC faculty/employees. The Human Resources Office is responsible for making all

decisions concerning personnel issues. The DRC will offer support and consultation in these instances. In evaluating all requests for reasonable accommodations, the DRC will consult with the Vice President of Student Affairs, Director of Environmental Health, Safety & Security, Student Housing Coordinator, and Human Resources Office as necessary, to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in student housing and who believe they need a reasonable accommodation must contact the DRC and follow the procedures set forth for all other student accommodation requests.

1. Complete the “Request for Accommodations and Intake Form” and Return it to the DRC (Note: Employees should complete the Request for Employee Accommodations Form). The forms can be found online at <http://www.gbcnv.edu/disabilities/> . Completed forms can be mailed to GBC, DRC, 1500 College Parkway, Elko, NV 89801. It can be faxed to phone (775)753-2182, attention Director of Disability Support and Related Resources. If an individual requires assistance in completing the form because of his/her disability, the DRC will provide assistance in completing the form. Please call (775)753-2271 or email Julie.byernes@gbcnv.edu for an appointment.
2. GBC will accept and consider requests for reasonable accommodation at any time. However, it is important to understand that implementing accommodations takes time. Requests for accommodations received less than 30 days prior to the start of instruction, or move-in (for student housing requests) will not be in time to have accommodations in place for the first day of class (or first day of residence for housing requests). Accommodations are not retroactive. Additionally, students receiving accommodations are expected to register for their classes at least 30 days in advance of the first day of instruction, so accommodations can be coordinated. Students who make changes to their schedule or register after this deadline may not have accommodations in place at the beginning of the semester. Accommodations which are approved and sent out after the start of the semester are not retroactive.
3. Great Basin College Strives to comply with every aspect of the Americans with Disabilities Act and in doing so it reviews each individual application for accommodations individually and on a case by case basis. The GBC DRC asks that each individual submit documentation of the presence of a disability and documentation that supports the need for requested accommodations. However, it is our goal to ensure the burden of providing documentation of a disability not be unnecessarily burdensome or unnecessarily discourage individuals with disabilities from establishing the need for a reasonable accommodation. GBC asks that individuals provide documentation which contains the following information, prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician:

- a. A diagnosis of your current disability and supporting information concerning the diagnosis; including the date of the diagnosis and the diagnostic criteria or tests used in making the diagnosis.
- b. A description of how the disability affects the individual and if it disrupts any major life activities.
- c. A description of how the disability may affect the individual's academic performance.
- d. The credential and signature of the diagnosing professional.
- e. Individuals who cannot provide documentation should contact the Director of Disability Support and Related Resources ([775.753.2271](#)) for an individual review.

All documentation is reviewed on a case by case basis. The student/employee shall provide the verification documentation to the Director of Disability Support and Related Resources (see contact information at the end of this document). The cost of obtaining the professional verification shall be paid by the student/employee. If the initial verification is incomplete or inadequate to determine the presence of a disability and support the need for requested accommodations, the College shall have the discretion, in rare circumstances, to require supplemental assessment of a disability. The cost of the supplemental assessment shall be paid by the student/employee.

4. Dual Enrollment Students (students enrolled concurrently in high school and GBC college courses) should note that Individual Education Plans (IEPs) and 504 accommodations are not transferred directly from the high school to the college classroom. High school students are advised to submit a current IEP and documentation or report from the school psychologist or diagnosing physician (in the case of 504 Accommodations). All documentation submitted by dual enrollment students will be evaluated based on the above guidelines.
5. Absent exceptional circumstances, the DRC will attempt to provide a written response to a reasonable accommodation request within fifteen (15) business days of receiving appropriate documentation from the individual requesting accommodations. The response may include a request for additional information, clarification of request, explanation of denial, alternative accommodation, approval of accommodation, and or request to meet to discuss any necessary arrangements needed for the implementation of accommodations.

2.0 Determination of Reasonableness

The DRC Shall Carefully consider all accommodation requests and consult with federal, and state law, NSHE policy, legal counsel, GBC administration, and may in rare circumstances find

cause to deny a requested accommodation, if it is unreasonable. An accommodation may be considered to be unreasonable if it:

- (1) Imposes an undue financial and/or administrative burden
- (2) Fundamentally alters college programs, degrees, or policies
- (3) Causes a direct threat to the health and safety of others or would cause substantial damage to the property of others, including college property.

If the DRC determines an accommodation is not reasonable every effort will be made to negotiate reasonable accommodations with the individual making the request. The individual will be informed of the decision to deny the accommodation and alternative accommodations will be suggested or a meeting arranged to discuss possible solutions. Any person with concerns about a denial of an accommodation request may follow the appeal protocol:

1. If an individual believes he/she was denied equal access, the individual must inform the Director of Disability Support and Related Resources in writing, consisting of a single concise document, about the concern or problem, within 30 days of the alleged infraction.
2. The Director of Disability Support and Related Resources will investigate the allegation to determine if equal access was denied within 30 days of receiving the complaint.
3. The Director of Disability Support and Related Resources will serve as the advocate to resolve the problem/situation.
4. If resolution cannot be reached, the Director of Disability Support and Related Resources will file a report with the Vice President of Student Affairs (VPSA). The VPSA will review the facts of the allegation and consult with the appropriate college departments, administration, and faculty. Recommendations will then be made with the goal of resolving the conflict.
5. If the above steps do not bring about a satisfactory resolution, the individual may contact the Affirmative Action Officer of GBC (the contact information for the GBC Affirmative Action Officer can be found in the GBC General Catalog on the GBC webpage: <http://www.gbcnv.edu/catalog/>) and follow the established procedures of that office.