

The Center for Inclusion, Transition and Accessibility

Requesting Academic Accommodations

The mission of The Center for Inclusion, Transition and Accessibility {CITA} is to work collaboratively with faculty and students toward the development of accessible and inclusive learning environments characterized by student engagement fostering intellectual and personal growth.

The College recognizes disability as an aspect of diversity and The Center works to ensure inclusive learning environments both by encouraging the college community to examine accessibility and through the delivery of effective academic accommodations to qualified individuals. Information regarding obtaining reasonable academic accommodations is available on the web at https://www.mccc.edu/student_services_needs.shtml

Determination of reasonable academic accommodations is an interactive process completed in consultation with the student. All relevant documentation, information regarding educational history and current situation is considered. A student who believes that the Center did not follow this process, or that the Center failed to consider relevant information during the process may request a reconsideration of the decision.

Request for Reconsideration

A student who is seeking a reconsideration of a decision regarding academic accommodations should request a meeting with the Director of CITA in writing via College email. The Director will respond to the student via College email and establish a meeting day and time within ten days of the request. The Director will consult with faculty, administrators or other professionals who can offer relevant information. In addition, if consultation with outside professions is deemed relevant, the student will be asked to sign a release. Following the request for reconsideration, the Center will notify the student via College email within thirty days of its decision.

Requesting a Review by Committee

In situations other than complaints of discrimination by CITA staff, the student must first seek reconsideration by CITA. If the issue is not resolved, the student may request a review of the Centers process by a committee comprised of the Assistant to the Academic Vice President, the Dean of the Division of Online Learning and Student Success and the Dean of the division of the students' major or, if a student has not declared a major, a designee determined by the Assistant Academic Vice President. The request for reconsideration must be completed by the student in writing within 10 days of receiving the decision on reconsideration from CITA. The students' request should be directed to the Assistant Academic Vice President in writing via

College email. The committee will conduct an inquiry into the concern and consult with appropriate faculty and College staff who can provide relevant information. The committee will keep the student informed as to the status of the process. The committee will resolve the matter as expeditiously as possible. A resolution will be provided to the student no longer than thirty days after the committee has received the request for reconsideration. The student will be informed of the decision of the decision via College email.

Requesting a Review by the Vice President of Academic Affairs or a Designee

If the issue is not resolved, the student may request a review of the Centers process by the Academic Vice President or Designee. This request must be done within thirty days of receiving the decision on reconsideration from the committee. The student's request should be directed to the Office of the Academic Vice President in writing via College email. The Academic Vice President or Designee will conduct an inquiry into the complaint and consult with faculty and administrators who can provide relevant information. The Academic Vice President or Designee will keep the student informed as to the status of the process. Every attempt will be made to resolve the matter as expeditiously as possible. A resolution will be provided to the student within forty-five days of the initial request. The student will be informed via College email of a decision on the review.

Contact Information

Center for Transition, Inclusion and Accessibility

Director: Arlene Stinson

Library Building LB 216

609.570.3525

stinsona@mccc.edu

Issues involving discrimination by CITA staff should be directed to Human Resources

HR@mccc.edu

Students who have been harassed, pressured to have sex, discriminated against, or who have experienced violence should contact

Title IX Coordinator: Elizabeth Mizerek

mizerekee@mccc.edu