

DISABILITY RESOURCES & SERVICES

DISABILITY DOCUMENTATION GUIDELINES

- **Any interested student must provide documentation as a part of the application process.** Documentation can be submitted to the Disability Resources & Services (DRS) office, which conforms to the district-wide Documentation Policy as part of the application & intake process. The district documentation policy can be found at: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.8-students-with-disabilities/2.8.1-eligibility-for-accommodations-required> Copies of the information on the website are available in the DRS office. The Documentation Policy is also included on the SMCC website under “General Eligibility Requirements.”
- **Documentation should clearly indicate the name and contact information of the professional providing disability related information.** Documentation consists of an evaluation prepared by a trained and qualified professional who can assess how the disability impacts the student’s learning while providing supportive information about the student’s request for specific academic support / auxiliary aids / accommodations. SMCC reserves the right not to provide services or accommodations if a particular accommodation request is not justified by the information provided in the student’s documentation.
- **Documentation is expected verify the existence of a disability as defined under Section 504 and under the ADA.** With regard to students with disabilities, South Mountain Community College is governed by one State and two Federal laws: Title II of the 1990 Americans with Disabilities, Title II of the 1993 Arizona’s with Disabilities Act, and Section 504 of the 1973 Rehabilitation Act. More information is available in the DRS office or online at: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/5-non-discrimination/5.1.7-notice-of-americans-with-disabilities-act>
- **Students submitting only IEPs (Individual Educational Plans) or students that have been advised their documentation is incomplete may be eligible for temporary accommodations.** Temporary accommodations are granted on a case-by-case basis. Please work collaboratively with DRS to identify the specific type of additional documentation needed. Documentation assists by establishing a clear connection between the accommodations being requested & the effects of the disability. SMCC reserves the right not to provide services or accommodations until all documentation specified in the MCCCDC Documentation Policy is provided. The student is responsible to pursue whatever additional documentation is required.

Maricopa County Community College District (MCCCDC) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.