Special Populations Office
Burlington County College

For more information contact:
Title IX and Section 504 Coordinator, located in Academic Building Room 336 on the Pemberton Campus or by calling at 609-894-9311, ext. 1262.

-or-

Associate Dean of Academic Advising, Special Populations, Transfer and the Educational Opportunity Fund in Parker Building, 2nd floor, Pemberton Campus or by calling at 609-894-9311, ext. 1800.
For more information on slides 3-8 please visit the U.S. Dept. of Education at:

http://www.ed.gov/about/offices/list/ocr/504faq.html#protected
Who’s protected under Section 504?

• Students with disabilities who attend schools receiving federal financial assistance.
• To be protected under Section 504, a student must:

  (1) have a physical or mental impairment that substantially limits one or more major life activities; or

  (2) have a record of such an impairment; or

  (3) be regarded as having such an impairment.
Physical or Mental Impairment that Limits a Major Life Activity

- The Section 504 regulatory provision defines a physical or mental impairment as any:
  - physiological disorder or condition,
  - cosmetic disfigurement,
  - anatomical loss affecting one or more of the body systems.
Major Life Activities

• Major life activities, as defined in the Section 504 regulations include functions such as:
  
  – caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. **This list is non-exhaustive.**

• Congress also considers the following as “major bodily functions”:
  
  -- digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

• *An activity or function not specifically listed in the Section 504 regulatory provision can nonetheless be a major life activity.*
Higher Education and Section 504

• At the postsecondary level, colleges are required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in a school's program.
Higher Education and Section 504

• However, colleges are not required to make adjustments or provide aids or services that would result in a fundamental alteration of a recipient's program or impose an undue burden.
Physically Accessible Buildings?

• No, not necessarily.

• For older buildings, the law requires that the program or activity be made accessible. This can be done by relocating the program to another building that is accessible.
Accommodations

• Examples of auxiliary aids that may be required are taped texts or electronic textbooks, note-takers, interpreters, readers, and specialized computer equipment.
Accommodations

- Colleges and universities **are not** required to supply students with attendants, individually prescribed devices such as hearing aids and wheelchairs, readers for personal use or study, or other devices or services of a personal nature.
Examples of accommodations offered to students who currently attend BCC are *not an exhaustive list*:

- Readers (during tests)
- Note-takers
- Extended time for testing
- Testing at the Test Center
- Use of a basic calculator
- Preferential seating
- Use of a tape recorder
- ASL interpreters
- Braille Printer
- Dragon Dictate Software *(control desktop by voice!)*
- Intellikeys enlarged keyboard
- JAWS Software
- Amazon Kindles
- Other adaptive/assistive technology
Process to Receive Accommodations at BCC

• Student self-identifies by contacting our Special Populations Office at 609-894-9311 ext. 1208 or students may stop by our offices (3rd floor, Parker Building, Pemberton campus).

• Provide written documentation of the disability to the counselor. If none exists, student is referred to local agencies for evaluation.

• Student signs a Disability Release Form.

• Representative will draft an accommodation letter.

• Each professor receives an accommodation letter from the student.
Things to Remember

Colleges’ Rights and Responsibilities:

• Colleges have a right to create their own documentation standards.
• Colleges have the right to decide how access will be provided through accommodations.
• Colleges are not required to make sure students are keeping up with what they need to do to receive accommodations.
• Colleges have to abide by the FERPA law (Federal Education Records Privacy Act).

Students’ Rights and Responsibilities:

• Students are responsible for advocating for themselves.
• Students are responsible for self-identifying.
• Students need to provide documentation. Colleges won’t call a student’s previous school for this information.
• Pay for testing/additional documentation required for accommodation.
We are here to help YOU!

• If you are unsure about how to meet a student’s 504 plan/accommodation:

  Contact the Special Populations main number at 609-894-9311 ext. 1208

  Contact the Learning Disabilities Specialist at 609-894-9311 ext. 1789

  Contact the Special Populations Coordinator at 609-894-9311 ext. 1803