

Disability Support Services Office (DSSO) Procedures for Requests for Academic Modification or Course Substitution

Kapi'olani Community College – Mission to Support Students with Disabilities

Kapi'olani Community College (KCC) is committed to a barrier-free campus, ensuring that all students have equal access to education. KCC agrees to make academic adjustments to ensure non-discrimination of students with disabilities. This commitment is in accordance with applicable state and federal laws, including the Americans with Disabilities Act, and Sections 504 and 508 of the Rehabilitation Act.

Disability Support Services Office (DSSO) procedures were developed under this guiding mission.

The following describes the process for requesting a modification of an academic requirement or a course substitution. This process is in accordance with Section 504, which states that academic requirements that the College can demonstrate are essential to the instruction being pursued by a student with a disability or to any directly related licensing requirement will not be regarded as discriminatory. The College will make a determination through the procedures outlined

Any modification or course substitution granted through this process is applicable only at Kapi'olani Community College, and for the academic major specified in the request. If the student changes their major, a separate request is required, as academic and licensure requirements differ between majors. For students who plan to transfer to another college, please note that any approved requests are only applicable and recognized at Kapi'olani Community College.

The following procedure should be followed for students requesting this type of accommodation:

1. **Request and Confirmation of Accommodations Form and Documentation:**

The **Request and Confirmation of Accommodations Form** is completed during the **Intake or Request for Accommodations after Intake** process. Refer to the **DSSO Intake Procedures** or **DSSO Request and Confirmation for Accommodations (after intake) Procedures**. Contact DSSO at (808) 734-9552, kapdss@hawaii.edu or stop by the office in 'Ilima 107, for a current **Intake or Request and Confirmation of Accommodations Form**. Identify the specific request for a modification of an academic requirement or a course substitution by indicating this request in the section marked "Other." Secure appropriate **documentation**¹ providing clear evidence of the disability's impact on the student's ability to meet the requirement and substantiate the specific necessity for the adjustment, modification and/or substitution being requested. Requests made without the required documentation will not be considered.

If you require an alternate format of the **Request and Confirmation of Accommodations Form**, please notify DSSO.

Deaf or hard of hearing students should contact the KCC Deaf Center at 734-9210 (V/TTY).

2. Request an appointment with a DSSO Counselor:

To request accommodations, the student should call for an appointment with one of the DSSO counselors. Make sure to bring your completed **Request and Confirmation of Accommodations Form** and appropriate disability **documentation**.

¹ See Key terms and forms for guidelines for documentation.

3. Meet with DSSO Counselor:
The student will meet with the DSSO counselor to discuss the **Request and Confirmation of Accommodations Form** and disability **documentation**. Together, the student and DSSO counselor will go through an interactive process, to discuss the request and the specific academic modification or course substitution being requested.

The student will receive a student copy **Request and Confirmation of Accommodations Form**. If any request for accommodations is not approved, the reasons for denial will be explained and the student will be invited to provide any additional information to further support the request, if applicable.

If the request is substantiated by documentation and requires academic unit consultation, DSSO will refer the request to the appropriate academic unit.
4. Referral to Academic Unit administrator for review and determination:
DSSO will complete a **Request for Academic Modification or Course Substitution Form**, and send the request to the appropriate academic unit administrator, with a copy to the Vice Chancellor for Student Affairs (VCSA).

The academic unit administrator will review the request to determine and specify whether academic requirements are essential to the instruction being pursued or to any directly related licensing requirement. As appropriate, the administrator will consult with instructional or academic staff knowledgeable regarding instructional and/or licensing requirements relevant to this request. After consultation, the administrator will make a determination and provide written confirmation of the decision with rationale to DSSO, with a copy to the VCSA, within ten working days after the request date.
5. Academic unit administrator informs student:
Academic unit administrator informs the student of the outcome of the determination. The student will receive a copy of the completed **Request for Academic Modification or Course Substitution**.

For course substitutions, the academic unit administrator will complete a **Graduation Exception Request Form** (GERF) for the course being substituted, relevant to the request.

For academic modifications, the academic unit administrator will refer the student to DSSO to discuss implementation of approved modification. If applicable, student and DSSO can meet with the academic unit to ensure proper implementation.
6. DSSO meets with student (if applicable):

For academic modifications, the student and the DSSO counselor will go through an interactive process, discussing the implementation of the approved request and create a revised **Disability Notice (DN)** and when applicable, **Disability Notice Addendum**. The student will receive a copy of the revised **DN**. The student and the DSSO counselor will complete and review the **Accommodations Agreement**, which outlines the responsibilities of the student in ensuring timely and effective implementation of approved accommodations.

For disagreements or complaints, students may contact the Vice Chancellor of Student Affairs (VCSA) within 10 working days.

Key Terms and Forms

All key terms and forms are referenced in DSSO Procedures. Please refer to DSSO Procedures for more information.

Accommodations Agreement - The Accommodations Agreement specifies the approved accommodations the student is eligible to receive, along with the responsibilities of the student to ensure timely and effective implementation of these accommodations. The student will receive a copy of the Accommodations Agreement at the initial intake and each time accommodations are updated.

Disability Notice (DN) - The Disability Notice is an official notice sent to all instructors for classes that a student is enrolled; sharing the student's approved classroom accommodations. DNs are sent out one week prior to the start of each semester or summer session, or one day after an individual students' intake when a semester is in session. Students will receive a copy of the DN at the initial intake and each time accommodations are updated.

Documentation should be current and include:

- diagnosis of disability
- a description of the impact of the disability and/or functional limitations that may affect academic performance,
- recommended accommodations, and
- the printed and signed name of a qualified professional certified to assess the disability (i.e. physician, psychologist, and learning disability specialist, etc.)

The DSSO reserves the right to request additional documentation or testing.

Intake Form - The intake form should be filled out the first time a student self-identifies him/herself to the Disability Support Services Office (DSSO). The intake form includes demographic information, the student's declaration of disability, policy statement and the Request and Confirmation of Accommodations Form.

Request and Confirmation of Accommodations Form - The Request and Confirmation of Accommodations Form has two purposes, to allow for 1. Students' request for accommodations needed, and 2. DSSO written confirmation of approval/disapproval of requested accommodations. The form is used each time a student is making a requesting for an academic adjustment or auxiliary aids at the initial intake or anytime thereafter. Students will receive a copy of the Request and Confirmation of Accommodations Form each time accommodations are approved and/or updated.