

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

EXECUTIVE SUMMARY
NON-DISCRIMINATION POLICY: ADA/504

LAW & POLICY SUMMARY:

American with Disabilities Act of 1990, Title II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. Rehabilitation Act of 1972, **Section 504** prohibits discrimination against any person on the basis of a “handicap” by entities receiving federal funds. **Non-Discrimination Statement:** Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, **disability**, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

KEY PRINCIPLES:

- 1) Allegany College of Maryland will provide access to its programs and activities to disabled persons. Discrimination against an *actual or perceived* disability is prohibited.
- 2) The person must be otherwise qualified for the program or activities; accommodations must be reasonable; and accommodations may not fundamentally alter the program or service.
- 3) Students who have a documented disability that affects learning for which reasonable accommodations are needed should contact Academic Access and Disability Resources. (*See below.*)
- 4) Employees who have a documented disability for which reasonable accommodations are needed during employment should contact Human Resources.
- 5) Any person with a documented disability for which reasonable accommodations are needed for other programs or activities should contact the ADA/504 Coordinator. (*See below.*)
- 6) Any person who experiences discrimination on the basis of a disability may file a complaint under the College’s grievance process; retaliation for filing a complaint is prohibited. (*See below.*)

WHAT YOU NEED TO DO:

If you have a disability, we urge you to contact the appropriate office/person to request reasonable accommodations. You will need to complete some paperwork, provide documentation, and meet with the designated College Official who will help you with the process to determine the appropriate accommodations. **Students:** higher education differs from K-12; in college, it is *your* responsibility to reach out for accommodations. We cannot know what you need if you don’t tell us, and we want to help you.

INSTITUTIONAL OBLIGATIONS:

Upon receiving a request for accommodation(s), the College will -

- ✚ Collect the person’s information about the disability and requested accommodations;
- ✚ Conduct an interactive, individualized assessment; and
- ✚ Provide reasonable accommodations at no cost to the person with a disability.

Upon receiving a complaint of non-compliance or discrimination, the College will -

- ✚ Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any discrimination that has occurred
- ✚ Provide a prompt, equitable, reliable, and impartial investigation;
- ✚ Treat all persons with respect, dignity, and fairness.
- ✚ Follow all appropriate procedures as detailed in ADA/504 materials, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.

QUESTIONS / CONTACTS / COMPLAINTS

For instructional accommodations, contact <https://allegany.edu/academic-access-and-disability-resources/index.html>
 For non-instructional accommodations or if you need to make a complaint, contact ACM’s ADA/504 Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see <https://www.allegany.edu/student-and-legal-affairs/>.