

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Student Accessibility Services



Policy #:	CVCC0138
Effective:	__/__/__
Revised:	09/27/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Student Accessibility Services

The Americans with Disability Act (ADA) defines a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities, people who are blind, deaf, or use a wheelchair, the definition includes people with a whole range of invisible disabilities. These include psychological problems, learning disabilities, and some chronic health impairments such as attention deficit, epilepsy, diabetes, arthritis, cancer, cardiac problems, HIV/AIDS, and more. The ADA covers a person who has a disability, has a record of disability, or is regarded as having a disability. Documentation of the disability is required to receive accommodations.

Students with disabilities are responsible for self-identification; all discussions with Disability Support Services will remain confidential. The student must contact Student Accessibility Services in the Counseling Department in Amherst Hall, Room 2119.

Office hours are Monday - Friday 8 AM to 5 PM.

Appointments may be made in person or by phone at the following numbers:

434-832-7800

VA RELAY 711 (for the hearing impaired)

Accommodations are planned and placed on an individual basis, preferably 6–8 weeks prior to the beginning of the semester in which accommodations are needed. Current documentation of the disability from a qualified professional must be presented to the SAS Coordinator for determination of proper services. An Individual Education Plan (IEP) cannot be accepted as the main source of documentation. Academic accommodations may include, but are not limited to, educational auxiliary assistance, assistive technology, interpreters, and text materials.

All course syllabi will include the following statement:

Student Accessibility Services Statement: It is CVCC's policy to provide reasonable accommodations to qualified students with documented disabilities. Our goal is to help students succeed in their courses. If you have a documented physical, mental, or learning disability and you need a reasonable accommodation to help you achieve success, please contact Student Accessibility Services at (434) 832-7299 or email ada@centralvirginia.edu. To best provide the accommodation you need, make this request as soon as possible.

For further information, please see [Student Accessibility Services | Central Virginia Community College](#)

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The Student Accessibility Services Coordinator consults with faculty, staff, and departments about related rights and responsibilities, provides training, and assists faculty, staff, students, and guests with specific accommodation needs. Students who believe they have been discriminated against based on disability may seek relief through the ADA Grievance Procedure. This form may be obtained at the Counseling Department.

The Student Accessibilities Office website contains information related to accommodations and resources. For questions about Student Accessibility Services, call (434) 832-7800, or email counselingdept@centralvirginia.edu or visit the Counseling Department in Room 2117.