

Student Accessibility Services  
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#### Disclosure Regarding Services and Confidentiality

The purpose of Student Accessibility Services (SAS) is to assist individuals who experience disability with accessing campus programs and services. SAS meets this goal by providing academic adjustments and auxiliary aids afforded by law under the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and in accordance with college processes.

When requesting accommodations, your responsibilities include:

- Providing documentation from a qualified professional that identifies the nature of your disability and outlines the functional limitations related to that condition;
- Paying for any medical/psychological assessments and/or record request fees;
- Requesting your accommodations from SAS each term;
- Following the accommodation procedures as described in the SAS Guide for Students with Disabilities, specifically the Accommodation Request Process;
- Communicating with each of your instructors regarding your accommodation needs as outlined in the Letter of Accommodation;
- Following the student Code of Conduct and maintaining the Standards of Satisfactory Academic progress as outlined in the COCC Catalog;
- Contacting SAS if you cannot make any scheduled SAS appointment;
- Resolving accommodations/services disagreements by contacting the Student Accessibility Services Department as soon as possible, or following the Student Concerns Process as outlined on our main webpage.

SAS Responsibilities include:

- Determining eligibility for SAS services based on disability documentation and functional limitations;
- Providing appropriate and reasonable academic accommodations and support services;
- Disability counseling services related to disability management and adjusting to college, and how your disability may impact your access to college programs;
- Referrals to, and collaboration with, college faculty, staff and programs;
- Referrals to off-campus services and resources;
- Collaborating with other professionals that are working with you regarding your disability, (i.e. your doctor, therapist, and/or vocational rehabilitation counselor);
- Maintaining confidential SAS records while you attend COCC, and for a period of three years.

Central Oregon Community College  
Student Accessibility Services  
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Confidentiality

Discussions with the Student Accessibility Services department are generally considered confidential within SAS. There are five (5) exceptions to confidentiality:

- If you have signed a consent form that authorizes release of information;
- If the Coordinator believes that you are going to harm or endanger yourself or others (including children or the elderly), he/she is required to notify the endangered individual(s), the proper authorities, and/or officials;
- If the SAS Department and any staff, or COCC is sued or court-ordered and a properly-issued subpoena is received;
- If there is a legitimate educational purpose to support the disclosure of personally identifiable information (e.g., student identification number, date of birth, address, etc..) to other offices at COCC;
- Consultation with COCC professionals regarding your disability needs and your request for services.

Use, Retention, and Re-release of Records

- Disability documentation is secured in SAS and does not become part of your academic records;
- SAS is not responsible for providing a requested copy of documentation and recommends student keep a copy of the submitted disability documentation for their records. A request for a copy of documentation should be made directly from the student to the providing professional originally diagnosing the disability.
- Records are kept for three (3) years from a student's last point of contact with SAS, then confidentially purged as required by law.

By signing this form, I confirm that I have reviewed this document with the SAS Coordinator and I understand the information it contains.

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Printed Name Signature Date

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SAS Department Staff Signature Date

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