Reasonable Accommodations are determined by:

- Environmental barriers limiting curricular, facility, or programmatic access.
- Whether or not the student has access to the course, program, service, activity, or facility without an accommodation.
- The range of possible accommodations that might remove the barriers.
- Whether or not essential elements of the course, program, service, activity, or facility are compromised by the accommodations.

Students must follow procedures for requesting accommodations:

1. Complete the Application for Accommodations and Services.
2. Submit disability documentation. (See CUNY Documentation Guidelines.)

Agency-Based Voter Registration Site:
The Office of Accessibility is an agency-based voter registration site. Students will be offered the opportunity to register to vote. There is no obligation to register to vote and the student’s decision will have no effect on accommodations offered by the Office of Accessibility. If you need assistance, visit our office. For more information go to the State Board of Election (SBOE) home page at: www.elections.ny.gov

Meet Our Staff

Marcos A. Gonzalez, Director
Nicole Leach, Assistant Director
Kokou Doumassi, Disability Accommodations Specialist
Mark Mueller, Learning Specialist
Jessica Spalter, CUNY LEADS Advisor

Office Hours
Monday, 9 am to 7 pm
Tuesday, 9 am to 7 pm
Wednesday, 9 am to 7 pm
Thursday, 9 am to 7 pm
Friday, 9 am to 5 pm
* Saturday, 9 am to 5 pm
* Assistive Technology Center (ATC)
About Us

The Office of Accessibility offers a range of reasonable accommodations and academic adjustments to qualified students with disabilities.

The Office of Accessibility fosters independence and self-advocacy. In addition, the office serves as a liaison and resource to members of the BMCC community regarding disability issues.

Compliance

Borough of Manhattan Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 which states in part: “No otherwise qualified individual with a disability in the United States…shall, solely by reason of her or his disability, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Guidelines

Section 504 of the Rehabilitation Act and the ADA allows colleges to require disability documentation to verify the need for accommodations.

The Office of Accessibility has established the following guidelines for documentation:

- Documentation must be recent (not older than 3 years old) in order to assess the current impact on academic functioning.
- Documentation must be comprehensive and establish clear evidence of a significant impact on academic functioning.
- Documentation must be relevant to requested accommodations.
- Documentation must be from a medical or other licensed professional.
- Documentation must be accompanied by a history of reasonable accommodations and academic adjustments.

**NOTE:** If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation(s), BMCC has the discretion to require additional documentation. The student must bear any cost incurred in obtaining additional information. Please refer to specific documentation guidelines for each type of disability.

Examples of Reasonable Accommodations

- Extended time for quizzes and exams
- Sign Language interpreting services
- Note-taking services
- Permission to tape record lectures
- Textbooks on tape, CD-ROM, or in large-print

A Disability Defined

A “person with a disability” is defined as a person who has or is regarded as having any mental or physical condition that substantially impairs or restricts one or more major life activities such as performing normal tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This includes, but is not limited to, such disabling conditions as visual impairment, psychological/emotional disabilities, speech and/or hearing impairment, mobility impairment or learning disabilities. 42 U.S.C. § 12102(2) (ADA); 29 U.S.C. §§ 705(9) (B) and 705(20)(B) (Rehabilitation Act).

FERPA

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by the Office of Accessibility. Under this federal act, prior written consent by the student is required before the Office of Accessibility may release disability documentation or records.

**Exception to the Rule:** Under FERPA, the Office of Accessibility is permitted to release information to any school official who has a “legitimate educational interest.”