

Disability Services Office
207-741-5923
(f) 207-741-5678
Howe Hall – South Portland Campus



Americans with Disabilities Act

Students:

- Students must identify themselves to the disability service office if they are requesting accommodations.
- Must provide disability documentation from a qualified professional.
- While the specific diagnosis of a disability is kept confidential, students should discuss accommodations with their instructor once the accommodation memo has been completed and distributed.
- Students are expected to meet academic standards of the classes that they are attending after reasonable accommodations have been provided.

Disability Services Coordinator

- The Disability Services Coordinator (DSC) maintains the confidential records of students with disabilities.
- Evaluates the documentation and determines eligibility for services and accommodations.
- In conjunction with students, and with faculty as appropriate, determines reasonable accommodations and provides consultation and assistance as needed for their timely and effective provision.
- Works to resolve conflicts between students and instructors in accommodation provision.

Faculty

- Faculty should make a reasonable effort to be informed of ADA policies and procedures.
- Must provide notice to students of ADA services and how they can access them.
- Must provide reasonable accommodations to registered students in coordination with department chairs and the DSC.
- Should serve as role models to set the tone for sensitivity and acceptance of disabled students.
- Keep a student's disability status confidential. Discussions around disabilities or accommodations should take place in a private setting.

Department Chairs

- Chairs should keep faculty informed of ADA policies and procedures.
- Ensure that students are notified of ADA services and access procedures in every class in their department at the beginning of each term.
- See that students receive fair and respectful treatment in their academic department.

Disability Compliance Officer

- The officer acts as the primary source of appeal in accordance with established grievance procedures.
- Serves as liaison between the DSC, faculty and senior administration.
- Maintains budgetary oversight of ADA services.
- Ensures that reasonable equal access has been extended to students with disabilities applying to and attending the College.