

2022-2023

ACCESSIBILITY SUPPORT SERVICES



The Office of Student Affairs is committed to responding to all eligible student requests for reasonable accommodations that can be provided without undue hardship to the college.

REQUEST FOR REASONABLE ACCOMMODATIONS

If a student makes a disability or accessibility need known to the college, requests accommodations, and provides official documentation to support the need for accommodations, the ADA/504 Coordinator will determine reasonable modifications or accommodations. All students are personally financially responsible for outside medical visits, fees, and processes associated with obtaining proper documentation. Columbia College Hollywood cannot assist prospective or current students to obtain outside documentation.

The student must, once approved, request accommodations in each instance that they are needed. For example, the student must provide a purchased copy of a text in order to have it converted to an alternative format. The college is not responsible for arranging accommodations without some form of initiation from the student.

To request disability services or accommodations for accessibility needs, contact the ADA/504 Coordinator by email.

ADA/504 Coordinator:

Jessica Johnson Mills
Director of Student Engagement & Inclusion
jjohnsonmills@columbiacollege.edu

The college encourages any persons with questions about the college's compliance with disability laws to contact the ADA/504 Coordinator listed above.

More information about federal disability laws can be found on the website for the U.S. Department of Education, Office for Civil Rights at www2.ed.gov/about/offices/list/ocr/index.html. Any person who believes that they have suffered discrimination or harassment (including peer harassment) based upon an actual or perceived disability while at the college or while participating in any of the college's programs or activities should follow the ADA/504 Grievance Procedure below.

ADA/504 GRIEVANCE PROCEDURE

Columbia College Hollywood is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any college program or activity due to the individual's actual or perceived disability (including peer harassment). The college has adopted this internal ADA/504 Grievance Procedure to provide for the prompt and equitable resolution of complaints alleging violations of Section 504 of the Rehabilitation Act of 1973 (Section 504), Title III of the Americans with Disabilities Act (Title III), and other relevant disability laws. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance, and Title III prohibits discrimination on the basis of disability by private entities that provide places of public accommodation. This Grievance Procedure constitutes the college's formal grievance procedure for ADA/504 complaints.

The college has designated the following individual as the ADA/504 Coordinator:

Jessica Johnson Mills
Director of Student Engagement & Inclusion
jjohnsonmills@columbiacollege.edu

HOW TO FILE A SECTION 504/ADA COMPLAINT

Complaints of disability discrimination may be submitted by students, employees and third parties, regardless of whether the complainant has requested accommodations from the college. Complaints should be submitted to the ADA/504 Coordinator or designee. In the event that the ADA/504 Coordinator or designee is alleged to have been involved in the discrimination, complaints may be submitted to Kelly Parker, Vice President of Student Affairs, at kparker@columbiacollege.edu.



Complaints may be submitted to the ADA/504 Coordinator or designee in person or by email and should contain the name and contact information of the person filing the complaint, as well as a brief description of the nature of the complaint. The college recommends that complaints be submitted as soon as the complainant becomes aware of the discrimination. While there is no time limit on reporting complaints of discrimination, the college's ability to respond fully may be severely limited by the passage of time.

INVESTIGATION OF A SECTION 504/ADA COMPLAINT

Upon receipt of the complaint, the ADA/504 Coordinator or designee will conduct a prompt, thorough, and impartial investigation of the complaint. The college will provide a similar and timely opportunity for both the complainant and respondent (if applicable) to identify witnesses and provide evidence relevant to the complaint.

NOTICE OF OUTCOME

Upon completion of the investigation, the ADA/504 Coordinator or designee will provide the complainant and respondent (if applicable) with written notice of the results of the investigation, including whether the discrimination occurred, a description of the resolution, any sanctions imposed that are directly related to the complaint, the rationale for the determination, and any remedial actions taken, if applicable. The results of the investigation shall be final. If it is determined that the discrimination occurred, the college will take steps to prevent recurrence and to correct its discriminatory effects on the complainant and others, if appropriate.

TIMEFRAME FOR THE ADA/504 GRIEVANCE PROCEDURE

The college will make its best efforts to complete the ADA/504 Grievance Procedure within sixty (60) days of receipt of the complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe may be extended for good cause to ensure that the ADA/504 Grievance Procedure is prompt, but also adequate, fair, and impartial.

STANDARD OF EVIDENCE

The preponderance of the evidence standard (more likely than not) will be used for investigating and making findings.

RETALIATION

Retaliation against any complainant under this ADA/504 Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint under this Grievance Procedure is prohibited.

CONFIDENTIALITY

The college will keep all complaints and investigations private to the extent possible, and information will be disclosed only on a need-to-know basis. It is the expectation of the college that all individuals involved will also maintain confidentiality and share information only on a need-to-know basis. However, individuals are not restricted from discussing and sharing information related to complaints made by or against them with others who may support or assist them in with the ADA/504 Grievance Procedure. The right of a person to a prompt and equitable resolution of the complaint submitted hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA/504 complaint with the responsible federal agency, the U.S. Department of Education, Office for Civil Rights (OCR). The OCR can be reached at:

U.S. Department of Education
 Office for Civil Rights
 400 Maryland Avenue SW
 Washington, D.C. 20202
 Phone: (202) 245-8300
 Fax: (202) 245-8301
 TDD: (877) 521-2172
 Email: ocrdc@ed.gov