

# Disability Services Overview



UNIVERSITY of HAWAI'I®  
**HAWAI'I**  
COMMUNITY COLLEGE

# Disclaimer

*The information and materials provided in this presentation are intended for informational purposes only. This information should not in any way be construed as legal advice. If you have any questions or need further clarification please seek independent counsel to resolve the individualized legal issues mandated in your area that you are responsible to address.*





## Overview:

1. What is Section 504 of the Rehabilitation Act and who that applies to.

2. How students apply for Disability Services.

3. How to implement accommodations & modifications.

4. Animals on Campus Policy.







# What is a Disability?

1. An individual with a disability is defined as a person with a physical or mental impairment that substantially impacts one or more life activity. These life activities may include but not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, & working. OR Operation of a bodily function such as functioning of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functioning.
2. Have record of such an impairment.
3. Be regarded as having such an impairment meaning that the impairment is not transitory & minor and must have an actual or expected duration of 6 months or more.

-Americans with Disabilities Act of 1990, As amended



## What is it?

The Americans with Disabilities Act of 1990 (as amended) is the civil rights guarantee for persons with disabilities in the United States.

It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection from people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication relay services.

-Legal Information Institute

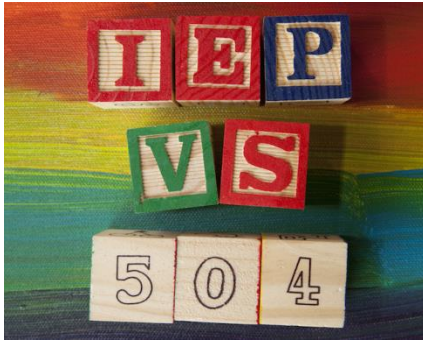
# Section 504 of the Rehabilitation Act of 1973



“No otherwise qualified individual with a disability in the United States, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.”

-Legal Information Institute





## Primary/Secondary vs. Post-Secondary Education

Primary/Secondary institutions under the Department of Education must abide by IDEA which is the legal mandate to provide all eligible children special education services, individualized support services, & “free and appropriate public education” (FAPE) in the least restrictive environment.

Colleges & Universities do not have the same legal requirement as the DOE under IDEA and are not required to:

- Lower or substantially modify essential requirements
- Provide modifications that would result in undue financial or administrative burden
- Provide personal attendants, individual prescribed devices or other services/devices of a personal nature

# Postsecondary Institutions

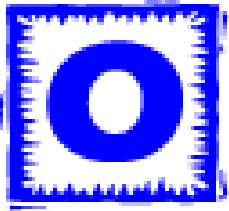
Postsecondary institutions may not discriminate in the recruitment, admission, or treatment of students.

Post secondary institutions are required to provide **reasonable accommodations made on an individualized basis** with the intention of providing an individual with a disability with compensation due to their significant mental and/or physical impairment to allow them maximum participation and benefit from all of its programs and activities.

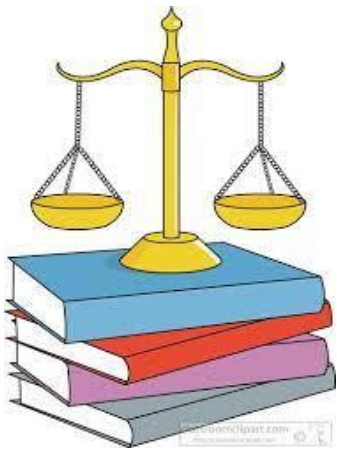
Accommodations may include:

- Environmental Strategies
- Organizational Strategies
- Behavioral Strategies
- Presentation Strategies
- Evaluation Methods

-Optimal Hearing - Section 504 Sample Accommodations & Modifications







# Purpose of Accommodations & Modifications :

Section 504 does not require postsecondary institutions to make fundamental alterations or lower academic requirements deemed essential to the program of instruction.

Postsecondary institutions can make modifications for students with disabilities such as:

- Removing architectural barriers
- Providing services such as readers for the blind or learning disabled individuals, qualified interpreters and note takers for deaf and hard of hearing students, or note takers for students with learning disabilities or mobility impairments. (Colleges and universities may, but need not, provide aids, devices, or services of a personal nature, such as personal assistants, wheelchairs, or specifically certified tutors)
- Providing modifications, substitutions, or waivers of courses, major fields of study, or degree requirements on a case-by-case basis. (Such accommodations need not be made if the institution can demonstrate that the changes requested would substantially alter essential elements of the course or program)
- Allowing extra time to complete exams
- Permitting exams to be individually proctored, read orally, dictated, or typed
- Increasing the frequency of tests or examinations
- Changing test formats (e.g. from multiple choice to essay)
- Using alternative forms for students to demonstrate course mastery (e.g. a narrative tape instead of a written journal)
- Permitting the use of computer software programs or other assistive technological devices to assist in test-taking and study skills

# How do students apply for services?

1. At the Post Secondary level it becomes the student's responsibility to self-identify themselves as having a disability or to have their needs assessed with the Disability Services Office. Students may begin the process by visiting our website at <http://hawaii.hawaii.edu/disability-services> and completing the online application. They may also stop into our office in Building 379A-Room 2, call us at 934-2825 or e-mail us at [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu).
2. Student must also submit a third party professional assessment or evaluation by a certified professional documenting their disability, duration, how it substantially limits one or more major life activity and how it impacts their academic performance.
3. Student must then participate in a collaborative discussion with the Disability Services Counselor about their needs and what/how accommodations/modifications may benefit access to their education.

HAWAII COMMUNITY COLLEGE  
For Access to Education

HOW TO APPLY PROGRAMS OF STUDY PAYING FOR COLLEGE SERVICES FOR STUDENTS CONTINUING EDUCATION

academic, personal safety practices are still in effect. Find more information about what you need to do to stay safe, please visit [hawaii.hawaii.edu/covid-19](http://hawaii.hawaii.edu/covid-19)

Hā'awi Kōkua

COVID-19 Update for Hā'awi Kōkua - Disability Services  
Due to COVID 19, all in-person services are CLOSED but video chat and phone appointments are still available. If you need assistance or would like to schedule an appointment, please contact us at 934-2825 or email at [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

Apply for Disability Services

Students

Faculty and Staff

Contact Information  
Manoa Campus:  
Hā'awi Kōkua  
Phone: (808) 934-2825  
Fax: (808) 934-2791  
E-mail: [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

Pāhāmanu Campus:  
Office of Student Services  
Phone: (808) 969-8823  
Fax: (808) 922-4819  
E-mail: [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

Mani Gai, M.A., MA-PM  
Disabilities Services  
Coordinator/Counselor

Titanium Schedule

Hawaii Community College Disability Services - Ha'awi Kokuu Program

For questions or inquiries, please contact our office at 934-2825 or email [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

Please click or tap the appropriate menu item below to indicate the forms you wish to complete.

New Student Intake Forms »

Consent to Release Information »

For Current Students: Test Accommodation Request Form »

For Current Students: Equipment Loan Agreement Form »

For Current Students: Copyright Agreement Form »

For Current Students: ASL Interpreter Request Form »

For Current Students: Additional Accommodation Request Form »

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# Once a student has been determined that they are eligible for accommodations:

- They are required to sign an acknowledgement of their rights & responsibilities. The document is available on our website at

<https://hawaii.hawaii.edu/sites/default/files/assets/disability-services/docs/rights-and-responsibilities-of-students.pdf>

- An Accommodation Letter identifying the student as having a disability and their accommodations/modifications will be sent to the instructors.
- Students are responsible for requesting testing or any additional accommodations from the Disability Services Office.





# What should I do with The Letter of Accommodation?

- All letters should be delivered via email from the Disability Services Office.
- Review the letter for specific accommodations outlined on the Reasonable Accommodation Letter provided to you by or on behalf of the student.
- Ensure that the student's name, semester, course title, & instructor name is accurate.
- Keep the Reasonable Accommodation letter for your reference.
- Please allow the student to utilize the accommodation as specified.
- If you have any concerns with the accommodations specified, please discuss them with the student or with the Disabilities Program Staff.



Hawaii Community College – Division of Student Affairs  
Disability Services

## Notice of Accommodation

Date:  
Student Name:  
Student ID:  
From: Mari Giel, Disability Services Coordinator/Counselor

Accommodations are required under Section 504 of the Rehabilitation Act and the American Disabilities Act. The purpose is to provide the student with an environment to obtain and demonstrate mastery of information being tested by minimizing or eliminating the impact of their disability.

The above named student has self-identified with the Disability Services Office and is requesting academic accommodations in your class. Please note that the recommended accommodations could comprise an incomplete list as accommodation needs can change over time and are not always initially identified during the diagnostic process. Therefore, additional accommodations may be necessary during this semester.

The Disability Services Office is here to ensure "equal access" and we request that the accommodations as described below are available for this student. We also ask that you do not change an accommodation without discussing it with program staff. If you are unable to provide the accommodation for the student, please contact us to discuss possible solutions at 934-2825.

Accommodations:  
Permission to record class lectures [Allow Recording of Lectures]

If any of the above academic accommodations result in a "fundamental alteration of the course" please contact the Disability Services Office. Until there is further discussion for reconsideration, please provide the above named student with the specific accommodation.

If you have any questions regarding the accommodations listed above, please contact our office at 934-2825 or via email at [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu).

For more information or for resources about Students with Disabilities, please visit our faculty and staff resource page at <http://hawaii.hawaii.edu/disability-services/faculty-info>.

Confidentiality: All information between the Disability Services, Hawaii CC Faculty and Staff, and the student with a disability is confidential. Students with disabilities do not desire that special attention be directed to them in the classroom. We encourage you to discuss the student's academic strengths and weaknesses, his/her learning styles and your teaching methods. We recommend that you avoid delving into the student's diagnosis and concentrate on information needed about the student's ability to function in your course. It is also important to remember the name of the student with a disability should not be disclosed to students or departmental personnel who are not responsible for providing academic access.

# What if I suspect a student has a disability but have not received an Accommodation letter?

- Contact the Disability Services Office.
- Discuss your concerns privately in an attempt to build a relationship with a student.





## What not to do...

- DO NOT identify students with disabilities or their accommodations they have to others or in front of your class.
- DO NOT deny any student access or participation based on disability.
- DO NOT provide any of your accommodations/modifications to specific students at their request (without a formal accommodation letter) unless you are providing the modification to your entire class.
- DO NOT adjust the academic rigor or standards because of a student's disability unless previously discussed with the Disabilities Counselor.
- DO NOT inquire about a student's disability. It is their decision to discuss this information with you or not.
- DO NOT charge the student a fee for the reasonable accommodations provided to ensure their equal access under Section 504 or ADA.



# Service Animals vs. Emotional Support Animals (ESA) or Therapy Dogs

Hawaii Community College follows the UH System Policy EP 1.207

- We do not allow any pets on campus.
- We welcome all Service Animals onto our campus.
- We allow Emotional Support/Therapy Animals to our campus with a formal accommodation.

Well.... What's the difference?



# Service Animals

## Service Animals:

1. Dogs or Miniature Horses (where reasonable)
2. Is individually trained to provide a specific task directly related to its handler's disability.
3. Is allowed to accompany the owner as long as there isn't a direct threat to the health & safety of others.

## How Do I know if a dog/miniature horse is a service animal? Ask!!!

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?



# Emotional Support Animals (ESA) or Therapy Dogs

Emotional Support Animals or Therapy Dogs:

1. Not restricted to dogs or miniature horses.
2. Students or employees must have an formal accommodation granted prior to bring the ESA onto campus.
3. ESA approved (i.e. housing) may not bring the ESA into non-approved areas (i.e. dining).





## Common Questions

Q: What do I do if I disagree with the academic accommodations requested?

Q: What can I do to make the classroom environment open to students with disabilities?

Q: Do I also have to provide these services to international students with disabilities who needs auxiliary aids or services?

Q: Who pays for accommodations?

Q: What if I am unsure how to handle a situation with a student with a disability?

## Common Questions (con't.)

Q: What are my responsibilities concerning field trips and outside programs?

Q: What are the possible personal consequences if I do not provide accommodations requested?

Q: Do I have to provide academic accommodations if the student is taking the class for an audit?

Q: If there is an animal present in my classroom and have not received a notice of an accommodation, what do I do?



thank you

[www.SignLanguagePrintables.com](http://www.SignLanguagePrintables.com)

Thank you for  
Participating!!!



## References:

Legal Information Institute, (n.d.) 29 U.S. Code § 794 - Nondiscrimination under Federal grants and programs. Retrieved from <https://www.law.cornell.edu/uscode/text/29/794>

Optimal Hearing, (n.d.) Section 504 Sample Accommodations & Modifications. Retrieved from [http://optimalhearing.com/download/optimalhearingcom/2042-Section\\_504\\_Accomodations.pdf](http://optimalhearing.com/download/optimalhearingcom/2042-Section_504_Accomodations.pdf)

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