

**From:** [Compliance Office](#)  
**To:** [Compliance Office](#)  
**Bcc:** "[allemployeegrp@montgomerycollege.edu](mailto:allemployeegrp@montgomerycollege.edu)"; [Roe, Kristen J](#); [Adams, Maria T](#)  
**Subject:** Accommodating Students with Disabilities  
**Date:** Tuesday, January 23, 2024 1:34:00 PM  
**Attachments:** [Accommodating Students with Disabilities Notice - Spring 2024.pdf](#)

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Memorandum

Office of Compliance, Risk, and Ethics

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**To:** The College Community  
**From:** Kristen Roe, Director of ADA Compliance and Title IX Coordinator  
**Subject:** **Accommodating Students with Disabilities**  
**Date:** January 23, 2024

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Welcome back to a new spring semester. I hope you had a safe, relaxing winter break. This memo serves to inform the College community of our commitment to providing equal access to educational opportunities for students with disabilities. Montgomery College recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from college educational programs, services, and activities. Montgomery College shall adhere to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (1990), ADA Amendments Act 2009, with respect to providing reasonable accommodations as necessary to afford equal access to our programs, goods, and services for qualified persons with disabilities.

Reaffirming our responsibility to comply with section 504 at 34 C.F.R. § 1.4.4(a), Montgomery College recognizes its obligations to provide adjustments to its academic requirements and educational auxiliary aids to qualified students with disabilities to ensure that they are not denied the benefits of or excluded from participation in the College's educational programs. MC further recognizes its obligation under Title II regulation at 28 C.F.R. § 35.130(b)(7) that a public entity shall make reasonable modifications when necessary to avoid discrimination based on disability, unless it can demonstrate that making the modifications would fundamentally alter the program.

Therefore, administrators, faculty members, Workforce Development and Continuing Education (WDCE) program instructors and staff must provide service upon receipt of the accommodation letter or other notice from Disability Support Services (DSS) indicating that a student with a disability is authorized to specific academic adjustments or auxiliary aids, or services. The identity of the student and contents of this letter are **confidential** and may not be shared without the consent of the student. **Providing the accommodation is not optional or up to the discretion of the faculty member. If there are questions or concerns about student accommodations, individuals must consult with the student's DSS counselor. Students with disabilities cannot be put in the middle to negotiate their accommodations. Additionally, students with disabilities, including those who are entitled to classroom or examination accommodations, will not be discriminated against or denied the benefits in scheduling or taking exams. The administration of these exams should follow the procedures dictated on the student's accommodation letter. Failure to provide necessary academic adjustments to a student with a disability may be discriminatory based on disability and may violate the ADA and Section 504. In instances where it is determined**

**that a student did not receive his or her approved academic adjustments, faculty/instructional staff and disability services personnel will work together with the student to identify an appropriate remedy.**

The College's [Electronic Information Technology Accessibility Policy and Procedure – 66004](#) clarifies that all instructional materials and online courses must be fully accessible to individuals with disabilities at the same time they are available to any other student enrolled in that program. Administrators, faculty, WDCE program instructors and staff who create or maintain electronic information (e.g. instructional material, websites, online courses, PDF forms, videos, etc.) are responsible for the accessibility of their material. The [Universal Design Center](#) provides resources and guidance on creating accessible materials. For more information or assistance, please contact [accessibility@montgomerycollege.edu](mailto:accessibility@montgomerycollege.edu).

If a student requires alternative seating than what is currently available in a classroom, contact the Facilities Help Desk on your campus\*. For students receiving DSS support services, refer to DSS for appropriate accommodations.

Requests for and questions about student accommodations should be directed to the [Disability Support Services office on the relevant campus](#).

Questions regarding the College's disability discrimination grievance process should be directed to the Director of ADA Compliance, [Kristen Roe](#), 240-567-4279.

Thank you for your time and assistance in serving students with disabilities.

\* Contact information for Facility Help Desk Service Requests:

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| Germantown Campus - 240-567-7807<br><a href="mailto:GTFacilitiesHelpDesk@montgomerycollege.edu">GTFacilitiesHelpDesk@montgomerycollege.edu</a>               |
| Rockville Campus - 240-567-5073<br><a href="mailto:RVFacilitiesHelpDesk@montgomerycollege.edu">RVFacilitiesHelpDesk@montgomerycollege.edu</a>                |
| Takoma Park/Silver Spring Camus - 240-567-1563<br><a href="mailto:TPFacilitiesHelpDesk@montgomerycollege.edu">TPFacilitiesHelpDesk@montgomerycollege.edu</a> |
| Off Campus Sites - 240-567-5371  |