

From: [Compliance Office](#)
To: [Compliance Office](#)
Bcc: ["allemplveegrp@montgomerycollege.edu"](mailto:allemplveegrp@montgomerycollege.edu); [Roe, Kristen J](#); [Adams, Maria T](#)
Subject: Accommodating Students with Disabilities
Date: Tuesday, January 21, 2025 11:07:00 AM
Attachments: [Accommodating Students with Disabilities Notice - Spring 2025 Final.pdf](#)



Memorandum

To: The College Community
From: Kristen Roe, Director of ADA Compliance and Title IX Coordinator
Subject: **Accommodating Students with Disabilities**
Date: January 21, 2025

Welcome to the spring semester. I hope you had a safe and 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. Accordingly, 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 obligation to provide adjustments 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.

Approved Accommodation Letters

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, auxiliary aids or services. The following are important reminders about the obligation to fulfill approved accommodations:

- **The identity of the student and contents of the letter are confidential and may not be shared without the consent of the student.**
- **Providing approved accommodations is not optional or up to the discretion of the faculty or staff member.**
- **If there are questions or concerns about approved accommodations, consult with the student's DSS counselor. Students with disabilities cannot be put in the middle to negotiate their accommodations.**
- **Students who are entitled to examination accommodations will not be discriminated against or denied benefits in scheduling or taking exams. The administration of these exams must follow the procedures dictated in the student's accommodation letter.**
- **Failure to provide approved academic adjustments 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.

Accessible Instructional Materials

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.

Alternative Seating

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.

Resources

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:

Germantown Campus - 240-567-7807

GTFacilitiesHelpDesk@montgomerycollege.edu

Rockville Campus - 240-567-5073

RVFacilitiesHelpDesk@montgomerycollege.edu

Takoma Park/Silver Spring Campus - 240-567-1563

TPFacilitiesHelpDesk@montgomerycollege.edu

Off Campus Sites - 240-567-5371