


ADMINISTRATIVE PROCEDURE MANUAL				
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	AUXILIARY AID ASSISTANCE FOR STUDENTS WITH DISABILITIES		11-0701	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED	
	6Hx7-2.1 Equal Access/Equal Opportunity		January 25, 2016	

Purpose

The purpose of this procedure is to outline processes for providing auxiliary aid assistance to students with disabilities and the process for submission of the Report of Actual Expenditures for Students with Disabilities to the State Department of Education.

Procedure

- A. Auxiliary aid assistance includes providing support services such as note takers, readers, scribes, American Sign Language (ASL) interpreters, Communication Access Real-Time (CART) writers, and equipment such as tape recorders, video phones and Closed Captioned Televisions (CCTVs).
- B. Student Support Services works collaboratively with Welcome Centers on each Campus/Center to coordinate the program for making auxiliary aid assistance available to students. The program shall include:
 - 1. receiving a request for services from students,
 - 2. requesting written official documentation of disability from students and,
 - 3. determining eligibility of services, and
 - 4. notification of accommodation to faculty.
- C. Collegewide responsibility of auxiliary aid assistance rests within the Division of Student Services. Desk procedures for implementing the program, including the process for the termination of services, are contained in the Auxiliary Aid Manual. Staff within Student Support Services are responsible for the maintenance of data pertinent to the administration of auxiliary aid assistance. Data falls into two categories: fiscal records and a master file, which contains data collected from the campuses (documentation, request for services and confirmation of eligibility) on all students receiving auxiliary aid assistance.
- D. Student Support Services will submit an annual projection of expenditures to the Vice President of Student Services for approval.
- E. The Vice President of Business Services, via the College President, will submit the Report of Actual Expenditures for Students with Disabilities to the State Department of Education as required. The preparation of this report is the responsibility of Finance and Student Support Services.



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REFERENCES: Americans with Disabilities Act of 1990, Rehabilitation Act of 1973, C.F.R. Title 45, Part 84, Subpart E, §84.44, F.S. 1000.05, 1001.65

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