

Americans with Disabilities Procedure

I. Requesting a Reasonable Accommodation

A. Employees

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from the College's Office of Human Resources located in the Administration Building on the Rutherford Campus. You may reach the Director of Human Resources, Charity Allen at (828)395-1686.

You may make the request orally or in writing. The College encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the College will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. However, the College is not required to make the specific accommodation you request and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the College.

B. Students

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Accessibility in the Student Center on the Rutherford Campus. You may reach the Counselor and Student Advocacy Coordinator, Cody Ezell at (828)395-1481. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

You may make the request orally or in writing. The College encourages students to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.

After receiving your request, the College will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. However, the College is not required to make the specific accommodation you request and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the College.

II. Medical Information

The College may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and any applicable state or local laws and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the College may require that you see a healthcare professional of its choosing, at the College's expense. In those cases, if you fail to provide the requested information or see the designated healthcare professional, your request for a reasonable accommodation may be denied.

The College will keep confidential any medical information obtained in connection with your request for reasonable accommodation.

III. Determinations

The College makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

If you have any questions about a reasonable accommodation request you made, please contact:

Employees-Charity Allen, Director of Human Resources at (828)395-1686

Students-Cody Ezell, Counselor and Student Advocacy Coordinator at (828)395-1481

IV. No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. The College expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

Isothermal Community College is committed to enforcing this policy and prohibiting retaliation against employees, applicants, and students who request an accommodation in good faith.

V. Administration of This Procedure

The Department of Human Resources is responsible for the administration of this procedure. If you have any questions regarding this procedure or questions about disability accommodations that are not addressed in this policy, please contact the Office of Human Resources at (828) 395-1686.

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