

To: Academic Affairs Division

From: Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost
Dr. Tiffany Ray-Patterson, Senior Vice President for Student Affairs
Ms. Kristen Roe, Director of ADA Compliance and Title IX Coordinator

Subject: **Accommodating Students with Disabilities**

Date: August 28, 2025

Welcome to Academic Year 2026! We hope you had a safe and relaxing summer.

This message is to advise all Montgomery College faculty and staff about the College's commitment to making sure students with disabilities have equal access to our educational programs and activities. We understand that some of our students may need specific support or changes, called reasonable accommodations, to take part fully in classes, programs, and campus activities.

To support the success of students with disabilities and to ensure a nondiscriminatory environment, the College follows federal laws that protect the rights of people with disabilities, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). We will continue to provide accommodations and make reasonable modifications as appropriate to protect students from discrimination so that all students can access the College's educational programs. We are also committed to ensuring that our programs are not fundamentally altered in ways that would affect student learning outcomes or students' preparation for transfer or employment following graduation.

Approved Accommodation Letters

It's important to understand how accommodation letters are requested, determined, and communicated. Students who need academic accommodations must first reach out to the Disability Support Services (DSS) office and submit the necessary documentation. Once DSS reviews the request and approves specific accommodations, the office provides the student with an official letter outlining those accommodations. The student is responsible for giving this letter to faculty and any relevant staff so that the accommodations can be implemented. Faculty and staff must follow the instructions exactly as written and confer with the DSS Office

to discuss any potential challenges or concerns with implementation. If any updates or changes to accommodations are approved, DSS will issue a new letter, which the student is responsible for sharing with faculty.

Important reminders about providing accommodations for students with disabilities:

- **Keep it private:** A student's identity and the details in their accommodation letter are confidential. Do not share this information with anyone without the student's permission.
- **Follow the plan:** Faculty and staff must provide the accommodations listed in the DSS letter.
 - These are not optional. Ignoring or changing them can lead to disciplinary action.
 - Faculty cannot discourage students from accessing the accommodations to which they are entitled.
- **Talk to DSS, not the student:** If you have questions or concerns about an accommodation, reach out to the student's DSS counselor, not the student. Approval and implementation of accommodations are College business and not the responsibility of the student. General questions about student accommodations should be directed to dss@montgomerycollege.edu.
- **Fair testing:** Faculty must follow all testing instructions in the DSS approved accommodations letter, which may include:
 - Communicating with an Assessment Center,
 - Collaborating with a College assistive technology specialist to ensure exams are appropriately reformatted for use with tools such as Kurzweil, and/or
 - Scheduling to ensure students can test with accommodations without missing class instruction.
- **Legal responsibility:** Not providing approved accommodations can be considered discrimination and may violate federal laws like the ADA and Section 504. This could lead to disciplinary action, up to and including termination.
- **Work together:** If an accommodation is not being delivered as approved, faculty, DSS staff, and the student will work together to fix the issue. All College employees must do their part to create a fair and accessible learning environment.

Make Online Materials Accessible

As outlined in the College's [Electronic Information Technology Accessibility Policy and Procedure – 66004](#), all course materials and online classes must be fully accessible to students with disabilities at the same time they are available to everyone else. If you create or manage digital content, like websites, online courses, PDFs, videos, or other learning materials, you are responsible for making sure it is accessible.

Need help? [The Center for Teaching and Learning](#) offers tools and support to help faculty create accessible materials. For more information or assistance, please contact mconline@montgomerycollege.edu.

Questions about student accommodations should be directed to Disability Support Services.

Email	Phone or Fax	Physical Location
dss@montgomerycollege.edu	Phone 240-567-5058 Fax 240-567-5097	<ul style="list-style-type: none">• Germantown SA250• Rockville SV305• Takoma Park/Silver Spring/ECEC ST233

Alternative Seating

If a student needs a different type of seating than what is already in the classroom, please contact your campus [Facilities Help Desk](#). If the student is working with Disability Support Services (DSS), reach out to DSS to arrange the proper accommodation.