



Piedmont Virginia Community College

Section IX – Student Affairs Policy

IX – 202.0 Policy for Accommodation of Individuals with Disabilities

Policy #:	IX - 202.0
Effective:	Fall 2025
Revised:	9/24/25
Responsible Dept:	Student Affairs - Student Accessibility and Accommodations

1. Purpose

Piedmont Virginia Community College (“the College”) is committed to complying with the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADA Amendments Act) and Section 504 of the Rehabilitation Act of 1973. The College will also comply with the Code of Virginia, § 51.5 and VCCS Policy 6.0.4 [Students with Documented Disabilities](#).

Piedmont Virginia Community College (“PVCC”) is dedicated to equal access to educational opportunities for persons with disabilities. PVCC recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, and activities. PVCC shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations and academic adjustments to ensure equal access to programs for qualified students with disabilities.

2. Policy Statement

Discrimination Complaints

Any student, employee, applicant, or visitor who feels that they have been the victim of discrimination or harassment based on disability may file a complaint about such discrimination or harassment. The applicable complaint and grievance procedures can be found in the [College Catalog](#). Employees should follow the procedure in the [Virginia DHRM Manual](#).

1. Students should use the applicable student complaint or grievance procedures or contact the Director of Student Accessibility and Accommodations.

2. Employees, prospective employees, visitors, and community members should contact the ADA Coordinator in PVCC Human Resources.

Accommodation Appeal – Student or Faculty

This process was established to comply with the Americans with Disabilities Act (“ADA”)/Section 504 mandate to “provide for prompt and equitable resolution of complaints alleging any action that would be prohibited.” If an individual has been denied accommodation that they requested and would like to appeal against the denial, the individual may file an appeal through the process detailed below. During the appeal process, an individual should continue to fulfill academic requirements until the final determination has been provided.

A faculty or staff member who is asked to implement an approved accommodation for an individual but does not agree with the Student Accessibility and Accommodations (SAA) office determination, may also utilize the Accommodation Appeal Process. A faculty- or staff-initiated complaint cannot delay the implementation of accommodation which SAA staff finds to be following ADA – Section 504.

An individual who requires accommodation to participate in the Accommodation Appeal Process may request accommodation by contacting the office of Student Accessibility and Accommodations.

The ADA Director will keep a log of the appeal and the resolution. At any time during this process, a student may also [contact the U.S. Department of Education](#), Office of Civil Rights to file a complaint.

The Vice President of Finance and Administration and the Threat Assessment Team reserve the right to supersede any step in the PVCC Grievance of Accommodations Procedure when doing so is in the best interest of protecting the safety of the college community and the individual(s) involved.

Process and Expectations:

1. The student or faculty member with the concern should first discuss the issue with the faculty member, administrator, or classified staff who were involved. Both parties should make every reasonable effort to resolve the matter at this step and re-engage in an interactive process of determining appropriate and effective accommodations.
2. If informal discussions with the appropriate community college personnel have not resolved the issue, the individual shall submit a written or recorded grievance to the Director of SAA (“the Director”) or their designee no later than twenty (10) working days of notification of the accommodation or its denial.

The grievance shall include the reason for the appeal as well as any additional

information the individual would like to submit regarding the disability-related need for the accommodation (student) or detailed information about class structure and processes (faculty).

3. The Director or designee shall meet with the individual within five (5) working days of the receipt of the complaint.

During the discussion with the Director or designee, the individual should be prepared to explain why the denied accommodation is needed to address the current impacts of their disability at PVCC. Note that having received accommodation from a previous institution or secondary education is not sufficient.

If the individual is a PVCC faculty or staff member objecting to the approval of an accommodation that they are tasked to implement, they should be prepared to explain the basis for their objection. Additional information on course structure, teaching modalities, assessments, policies, timelines, and learning objectives may be requested.

The Director or designee will make a decision regarding the individual's appeal within five (5) business days. The Director's decision will be in writing and will be sent to the individual's PVCC email address. If through the appeal process a new accommodation is approved, then the accommodation will be granted moving forward. Accommodation is not retroactive.

4. If the individual still feels the issue is not resolved, or the faculty member, administrator or member of the classified staff fails to answer the grievance to their satisfaction, the individual may then contact the Senior Director of Student Success and Support within five (5) business days.

To appeal at this level, the individual must provide the Senior Director of Student Success and Support with:

- a copy of the original written or recorded grievance and the reply (if available),
- additional information that was not provided to the SAA Director, or
- information that the individual believes shows they were not provided with due process by the SAA Director.

The Senior Director of Student Success and Support or designee will review and address the matter. In undertaking a review of the complaint, the Senior Director may interview, consult with, and/or request a written response to the issues raised in the complaint from any individual they believe to have relevant information.

The Senior Director or designee will decide regarding an individual's appeal within five (5) business days. The Senior Director's decision will be in writing and will be sent to the individual's PVCC email. If the individual does not have a PVCC email, then it will be sent to the email provided in the complaint. Should additional time be

necessary, the Senior Director will notify the individual and the SAA Director in writing.

If through the appeal process the accommodation is granted, it will be granted moving forward. Any approved accommodation is not retroactive.

5. If the student is not satisfied with the disposition at Step 3, a written appeal may be made to the Vice President of Student Affairs (or president, if the grievance involves a Vice President or if the Vice President of Student Affairs is involved at earlier steps) within five (5) school days of the hearing at Step 3. The student has the option of having a conference with the appropriate vice president, or the student may present the case before a panel of PVCC employees. The panel will include three individuals to include relevant faculty, administrative or classified ranks, and the Dean of Student Support and Community Partnerships who will serve as Chair of the panel. Panel membership will be made by the by the Vice President for Student Affairs with approval by the President. The decision of the appropriate vice president or panel is binding. Final notification of the decision at Step 4 will be presented in writing within five (5) school days of the termination of the conference or panel.

3. Other General Information

Contact Information

Student Accessibility and Accommodations

accommodations@pvcc.edu

434.961.5281

501 College Drive

Charlottesville, VA 22902

Human Resources

humanresources@pvcc.edu

434.961.6567

501 College Drive

Charlottesville, VA 22902

Vice President for Student Affairs

arenschaw@pvcc.edu

434.961.5484

501 College Drive

Charlottesville, VA 22902

4. Applicability

- PVCC Faculty and Staff
- Job Applicants
- PVCC Students

- PVCC Visitors

5. Responsibilities

Requesting Accommodations

- a. Job applicants and employees who need reasonable accommodation should contact PVCC Human Resources and review PVCC Policy VIII 4.0. Human resources can be contacted at humanresources@pvcc.edu or 434.961.6567.
- b. Students requesting academic adjustments related to a disability should follow procedures on the Student Accessibility and Accommodations webpage.
- c. Visitors who need reasonable accommodation to visit an office or to attend an event should contact the office or event sponsor to submit a request an accommodation. Please contact PVCC staff as early as possible and generally 24-48 hours prior to the meeting or event to ensure time for PVCC staff to coordinate high-quality and effective accommodations.

Reporting a Barrier

Any person may report a barrier to physical, electronic, or programmatic access at PVCC by completing the “Report A Barrier” form on the PVCC webpage or contacting accommodations@pvcc.edu.

6. Definitions

Disability:

- a) Experiencing any physical or mental impairment that substantially limits one or more major life activities; or
- b) Having a record of such an impairment; or
- c) Being regarded as having such an impairment.

Major Life Activities:

Functions to include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and experiencing leisure.

Reasonable Accommodation:

Academic adjustments including auxiliary aids and services, as well as modifications to materials, policies, and procedures as necessary to ensure equal educational opportunity.

Substantially Limits:

When one is unable to perform a major life activity that the average person can

perform; or when one is significantly restricted in the manner or duration under which one can perform a particular major life activity as compared to the average person.