

RESOLUTION AGREEMENT
Onondaga Community College
OCR Case Number 02-22-2047

In order to resolve OCR Case No. 02-22-2047, Onondaga Community College (the College) assures the U.S. Department of Education, Office for Civil Rights (OCR), that it will take the actions detailed below pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, and its implementing regulation, at 34 C.F.R. Part 104 and Title II of the Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. § 12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35.

Action Item 1: Memorandum

By June 30, 2022, the College will issue a memorandum to all College administrators, faculty, and staff reminding them of the College's procedures for reviewing and responding to requests for academic adjustments and/or auxiliary aids and services under Section 504. Specifically, the memo will include the following information:

- All inquiries or requests for academic adjustments and/or auxiliary aids and services must be directed to the College's Office of Accessibility Resources (OAR), including any requests related to off-campus curricular activities such as clinics, internships, or on-site visits.
- If OAR requires any additional information regarding a program or course in order to respond to a request, OAR will contact the appropriate administrator, faculty, and/or staff member.
- OAR makes determinations concerning requests for academic adjustments and/or auxiliary aids, issues letters detailing accommodations and is responsible for ensuring implementation of any approved academic adjustments and/or auxiliary aids.

Reporting Requirement: By July 15, 2022, the College will submit documentation to OCR demonstrating that the College issued the memorandum in accordance with Action Item 1; including the list of memorandum recipients.

Action Item 2: Training

By September 30, 2022, the College will provide training to College administrators, faculty, and staff associated with the College's OAR and workforce programs and will continue to offer training to College administrators, faculty, and staff regarding the College's obligation to provide qualified individuals with disabilities with academic adjustments and/or auxiliary aids and services, in accordance with the regulation implementing Section 504; the College's procedures for reviewing and responding to inquiries and requests for academic adjustments and/or auxiliary aids and services; the memorandum described in Action Item 1; and, the College's process for ensuring that approved academic adjustments and/or auxiliary aids and services are provided in a timely manner.

Reporting Requirement: By October 15, 2022, the College will submit documentation to OCR demonstrating that the College provided training in accordance with Action Item 2. The documentation will include, at a minimum, the name and credentials of the individual(s) providing the training; the date(s) and time(s) of the training; the agenda and/or a summary of the material covered; copies of all training materials distributed; and, confirmation of the training delivered to College administrators, faculty, and staff associated with the College's OAR and workforce programs has been provided, including the names and positions/titles of attendees; confirmation of whether all relevant employees have been trained (and if not, how many remain); and, proof of attendance.

OCR Monitoring

The College understands that by signing this resolution agreement (Agreement), it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of this Agreement. Further, the College understands that during the monitoring of this Agreement, if necessary, OCR may visit the College, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms of this Agreement.

The College understands that OCR will not close the monitoring of this Agreement until OCR determines that the College has demonstrated compliance with all the terms of this Agreement and is in compliance with Section 504 and its implementing regulations, at 34 C.F.R. Part 104, and Title II and its implementing regulations at 28 C.F.R. Part 35, which were at issue in this case.

The College understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR will provide the College written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

This Agreement will become effective immediately upon the signature of the College's representative below.

May 27, 2022 _____
Date

/s/ _____
Authorized Representative
Onondaga Community College