

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	AUXILIARY AID ASSISTANCE FOR STUDENTS WITH DISABILITIES	11-0701	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-2.1 Equal Access/Equal Opportunity	September 10, 2025	

## Purpose

The purpose of this procedure is to outline processes at Florida State College at Jacksonville (FSCJ/College) 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 assistive listening devices, audio recorders, video phones and Closed-Captioned Televisions (CCTVs).
- B. Student Support Services works collaboratively with College personnel to coordinate the program for making auxiliary aid assistance available to qualified students. The program shall include:
  1. receiving a request for services from students,
  2. requesting written official documentation of disability from students,
  3. determining eligibility (approval or denial) of services,
  4. providing written notification to faculty of students enrolled with approved accommodations, and
  5. coordinating the services approved for each accommodation request.

Collegewide responsibility of auxiliary aid assistance rests within Student Affairs and Enrollment Management. Desk procedures for implementing the program, including the process for applying for services, determining eligibility of services, and the denial and termination of services, are contained in the Desktop Procedure Manual maintained on the department share drive. Staff within Student Support Services are responsible for the maintenance of data pertinent to the administration of auxiliary aid assistance within the College database. Student Support Services will submit an annual projection of expenditures to the Vice President for Student Affairs and Enrollment Management for approval.

- C. The Vice President of Finance and Administration, 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.

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, 1001.64, 1001.65

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