

Administrative Guideline 382

Adopted: August 11, 2026
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ADMINISTRATIVE GUIDELINE TYPE: Registration and Admissions Functions

ADMINISTRATIVE GUIDELINE TITLE: Accommodations for College-Sponsored Events

DEPARTMENT RESPONSIBLE: Student Affairs

I. Statement of Purpose

All Southeastern Community College-sponsored events that take place on campus, or at an off-campus location but are sponsored by a college department or campus club, organization, or athletic team, must meet accessibility standards in accordance with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504). As an institution, we strive to be inclusive to all members of our community. Southeastern Community welcomes and fully includes individuals with disabilities in its programs and activities.

II. Users Governed

Any participant attending a Southeastern Community College sponsored event. Participants may include students, faculty, staff, administrators, guests, and vendors.

III. Defining Accommodations for College Sponsored Events

All event organizers must familiarize themselves with this Administrative Guideline, comply with it in its entirety, including scheduling and notice requirements, and make every effort to accommodate attendees at events who have disabilities.

1. Definitions

- Event - Defined as, but is not limited to: academic lectures, class/field trips, receptions, student organization meetings, athletic events (recognized team sports as well as recreational sports programs), and any other type of meeting or activity open to the college community and/or to the public (e.g. commencement). Events may be curricular or co-curricular.
- Event Organizer - Defined as, the member of the college community, school, department, or another unit or group sponsoring the event.
- Physical and Programmatic Access/Accessibility - College sponsored public events held on campus will occur in physically accessible spaces. College-sponsored events off-campus, or in a non-SCC location will be held in facilities accessible to and usable by persons with disabilities as required by Title II of the Americans with Disabilities Act, unless the facility is an integral part of the event that cannot otherwise be accommodated.
- Readily Achievable - Defined as easily accomplishable and able to be carried out without much difficulty or expense.

2. Policy Requirements

- Responsibility for Making Events Accessible - Southeastern Community College must make every effort to have all of its programs and activities accessible to those who wish to attend. To the extent readily achievable, this includes physical and programmatic access/accessibility as defined above. Accomplishing this goal requires coordination across the college, and the participation of those seeking an accommodation. However, the primary responsibility for accessibility rests with the event organizer. The organizer must make a good faith effort to accommodate all persons with disabilities.
- Publicizing Events
 - A. Event organizers must place an accessibility notice statement on all materials announcing the event. This includes electronic communications such as e-mail, as well as print materials (e.g., banners, posters, flyers, brochures, "clings," postcards, etc.). The text must include the name and contact information for the individual, school, department, or other unit or group to contact for accommodations. Suggested text is set forth below.
 - B. "If you require a reasonable accommodation in order to participate in this event, please contact the Event Organizer (Name) as soon as possible, and preferably at least 7 business days in advance at (Phone),

or (e-mail). In all situations, a good faith effort, up until the time of the event, will be made to provide accommodations.”

- Making Event Material Accessible - Event organizers are required to ensure that all materials for the event are available to be put in an alternative format upon request. Event organizers are responsible to comply with ADA regulations. Additional assistance can be found on the ADA Compliance canvas training course.
 - A. For more information on making an event accessible please contact the Accessibility Services Office at (319) 208-5167.
 - B. Student complaints about lack of accessibility with respect to college events should be also be directed to the [Student Complaint Policy](#). Complaints from employees or guests should be directed to Human Resources via the [Employee Concerns & Issues Form](#).
- Requesting Assistance from Accessibility Services - If assistance is needed, the activity and event planner is responsible for contacting the Accessibility Services Office with the following information:
 - A. The event planner's name and contact information.
 - B. The date the request was received.
 - C. The person who requires the accommodations and their contact information.
 - D. The nature of the accommodation requested.
 - E. The date, name, description, and location of the event.
 - F. The start time and duration of the event.