



**RCBC Office of Student Support**  
**Reasonable Accommodations for Students with Medical Concerns Regarding Masks**

**Introduction**

Rowan College at Burlington County's (RCBC) top priority is your safety. The college has continued to implement specific measures, outlined on the college website, to minimize the risk of spreading coronavirus on our campus.

At RCBC, everyone is required to wear a mask, including inside buildings and in classrooms, as directed by the state. Anyone who refuses to wear a mask will be asked to leave campus. Students who do not wear a mask may also face charges under the college's [Code of Conduct](#) procedure.

**Reasonable accommodations protocol:**

For the health and safety of all students and employees, RCBC provides the option for online instruction as a reasonable accommodation for any student who is unable to wear a mask on campus. Due to specific health and safety requirements issued by the state, no exceptions can be made for Health Science students in clinically based programs or any culinary program. For students in other courses, RCBC may also allow students the following reasonable accommodations:

- wearing a scarf, loose face covering, or full face shield instead of a face mask
- alternative options for services or coursework by telephone or video calls

**Accommodation Request Process:**

If a student has a need to request an accommodation for wearing a face mask on campus, a request can be filed, in writing, to the Office of Student Support at [studentsupport@rcbc.edu](mailto:studentsupport@rcbc.edu). The request must include the reasons for the student request, the course information and the medical documentation that qualifies for this accommodation request.

Official medical documentation for the request must:

1. Be provided by a qualified medical professional
2. Typed on professional's letterhead
3. Include name, title, credentials and contact information of professional
4. Signed and Dated (with current date)
5. Verify that the individual
  - a. meets the ADA definition of disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); or
  - b. Describe the needed modification; or



- c. Show the relationship between the individual's disability and the need for the requested modification

Students can contact the Office of Student Support by phone at 856-242-5174 or email at [studentsupport@rcbc.edu](mailto:studentsupport@rcbc.edu) for questions related to this request or to set up an appointment

In the event that an accommodation related to face mask coverings is granted, the approved student will be required to sign an agreement with the Office of Student Support and carry an approval letter with them at all times on campus for display to any official college employee.

If a student would like to appeal an Office of Student Support Accommodation decision, they can file an appeal with the Dean of Student Success at [cbriggs@rcbc.edu](mailto:cbriggs@rcbc.edu).

#### **Resources and References Utilized in the Creation of this Procedure:**

1. The ADA and Face Mask Policies\* Developed by the Southeast ADA Center and Burton Blatt Institute (BBI) at Syracuse University  
<https://www.adasoutheast.org/ada/publications/legal/ada-and-face-mask-policies.php>
2. Centers for Disease Control and Prevention (CDC) Considerations for Institutions of Higher Education  
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
3. Rowan College at Burlington County Reopening Plan, 2020  
<https://www.rcbc.edu/reopening>
4. U.S. Department of Justice. Americans with Disabilities Act Title III Regulations: nondiscrimination on the basis of disability in public accommodations and commercial facilities  
[Americans with Disabilities Act Title III Regulations: nondiscrimination on the basis of disability in public accommodations and commercial facilities](#)
5. The New Jersey Department of Education: Conditions for Learning (Subsection: Health and Safety Page Numbers: 26 and 21–22)  
<https://www.nj.gov/education/reopening/updates/docs/RestartUpdateFacecoverings080320.pdf>



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