

## **Accommodations for Students with Disabilities**

The Americans with Disabilities Act of 1990 was passed by Congress in order to ensure certain freedoms to residents of the United States who are living with an impairment of a major life function. The principles of the Americans with Disabilities Act ensure that barriers to success and opportunity will no longer stand in the way of those with disabilities. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment and which necessitate modifications to the facilities, programs, or services of the College.

Southern Technical College is committed to making reasonable accommodations for qualifying students in accordance with the law and to creating full accessibility to campus facilities. Southern Technical College cannot, however, make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs. In every case of documented disability, the College will make a good faith effort to determine an effective approach to providing academic accommodation.

Impairments including developmental disabilities, also known as intellectual disabilities, need to be disclosed by the student to the Office of Student Services with documentation from the health care provider outlining recommended accommodations prior to receiving any accommodation. Medical documentation of the disability must be presented in writing at that time. It is the responsibility of the student to inform the institution of any documented disabilities which might in any way affect the student's academic progress. The College will make reasonable accommodation to meet the needs of any student with a documented disability.

### **ADA Reasonable Accommodation Request Procedure**

Southern Technical College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act (ADA) of 2009. Notifying Southern Technical College of your special need or disability is optional. All Requests for Reasonable Accommodation must be requested by the student in writing. All requests must be provided to the Director of Education, who may consult with the appropriate College personnel, such as, but not limited to: The Executive Director, Chief Operating Officer, Director of Online and Academic Affairs and Compliance Manager.

Students are encouraged to provide the College with prompt notice of their needs to allow time for a collaborative process to take place between the student and College in determining both the student's needs and the accommodations that are necessary and available.

To submit a Request for Reasonable Accommodation, a student must complete and submit an Accommodation Request Form and provide, at the same time preferably, supporting documentation from his or her licensed health care professional regarding to the disability in question. That documentation should be current (no more than two years old) and must include at least the following elements:

1. A diagnosis of the disability and any accompanying testing results;
2. A detailed description of the specific impairment, limitations, functional need, and the medical justification for such need;
3. A recommendation for the specific type and duration of the accommodation(s) needed; and
4. The professional credentials (specialty; licensure, etc.), contact information, and signature of the health care provider.

Please remember that accommodations are determined and provided through a collaborative process, which is meant to

be informal and aimed at identifying the precise limitations resulting from the disability and the reasonable accommodation(s) that may help a student overcome those limitations.

Each case is different and is treated individually. Upon receiving and reviewing the student's request and initial supporting documentation, the process may continue or a decision may be made on the request. The College may also, on its own, obtain a professional determination of whether requested auxiliary aids are necessary and, if so, what kind. The College may also require an independent medical examination by a healthcare provider of its choosing to assist it in determining the appropriate response to a request for accommodation.

Southern Technical College does not discriminate on the grounds of race, color, religion, national origin, sex, age, or disability in the administration of its educational programs, activities, or with respect to admission and employment.

## Service Animals

The ADA process does not apply to students with service animals.

For students with service animals, the campus must request that the following two questions be answered by the student with the service animal:

- 1) is the service animal required because of a disability; and
- 2) what work or task has the animal been trained to perform.

Service animals may be restricted from areas due to a direct threat to the health and safety of others, when their use fundamentally alters a service or program, where service animals may be in danger, or where their use may compromise the integrity of research. Service animals must be vaccinated, and proof of updated vaccinations must be provided to campus administrators.

An Emotional Support Animal (ESA) is not considered a service animal.

## Grievance Procedures

Faculty, staff, and students who believe the College has not met its obligation under the ADA should consult with the Campus Director.

*Note: The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits institutions and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, **we are asking that you not provide any genetic information when responding to this request for medical information.** "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

# REASONABLE ACCOMMODATION REQUEST FORM

*The Director of Education organizes services for students requiring special accommodations. Notifying Southern Technical College that you have a disability is optional. If you have a disability and need to request special or individual accommodations, please complete the following information and return it to the Director of Education.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Start Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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## **PART I: Please Type (attach additional sheets as necessary)**

- 1) Brief description of disability, including date of onset:
- 2) Specific accommodation(s) requested:
- 3) Treating physician's name:
- 4) Please attach documentation from your treating physician or other licensed healthcare professional in support of your accommodation request. The documentation should be current (no more than three years old) and must include:
  - a diagnosis of the disability and any accompanying testing results;
  - a detailed description of the specific impairment, limitations, functional need, and the medical justification for such need;
  - a recommendation for the type and duration of the accommodation(s) needed; and
  - the professional credentials (specialty; licensure, etc.) and signature of the healthcare provider.

## **PART II: Student Signature**

I certify that the information provided on this form (and any attachments or supplements) is true and correct to the best of my knowledge.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_