

Davis Applied Technology College: A Utah College of Applied Technology Campus Services to Students with Disabilities Policy and Procedures

Effective Date: August 15, 2012

Campus President's Council Approval: August 13, 2012

1. Purpose

The College is fully committed to fulfilling its obligations under the Americans with Disabilities Act. This policy outlines the parameters under which those obligations are discharged.

2. References

2.1. Title VI of the Civil Rights Act of 1964

2.2. Title VII of the Civil Rights Act of 1964

2.3. Title IX of the Educational Amendments of 1972

2.4. Section 504 of the Rehabilitation Act of 1973

2.5. The Vocational Amendments of 1976

2.6. The Americans with Disabilities Act

3. Definitions

3.1. **Student** - The College recognizes student status as a student engaged in an active course of study.

3.2. **Dual Enrolled** - A student who meets the official definition of Secondary Student and is enrolled simultaneously at the DATC and a secondary school. Dual Enrollment students must meet normal admissions requirement.

3.3. **Disabling Condition** - A physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record or such impairment, or being regarded as having such an impairment.

3.4. **Request for Accommodations** - A formal request submitted by the student using an established College format to document a disabling condition and to outline the accommodation(s) which the student is requesting.

3.5. **ADA Specialist** - Designated staff member who receives and evaluates requests for accommodations and oversees the delivery of the approved accommodations.

3.6. **ADA Service Providers** - Staff members who work at the direction of the ADA Specialist to provide direct services to students.

4. Policy

4.1. It is the responsibility of the individual student to seek appropriate assistance and to manage their educational program by making appropriate contacts with the ADA specialist and/or staff.

4.2. The College will not provide accommodations until the student has formally requested accommodations (including appropriate, professional documentation) and that request has been evaluated and a plan for

accommodations developed.

- 4.2.1.** Instructors are specifically forbidden from providing accommodations unless they have been directed to do so through a written Letter of Accommodation provided by the ADA specialist.
 - 4.2.2.** Appropriate professional documentation must be less than three years old and specifically diagnose a student's physical and/or mental health conditions and specific accommodation needs.
 - 4.2.3.** The College ADA Specialist will evaluate the submitted documentation to determine if it is adequate for evaluation. In the event that the documentation is **not** adequate, the ADA Specialist will contact the student and request additional documentation.
 - 4.2.4.** Any professional evaluation (and/or associated costs) required for documentation under this process will be the sole responsibility of the student.
- 4.3.** After the ADA Specialist accepts the documentation as complete, the College will have ten school days to provide a response to the student.
- 4.3.1.** The response may be development of a plan for accommodations in coordination with the student, a rejection of the request, a request for a meeting with the student and/or more information, or a document indicating that additional time is necessary to complete the evaluation of the request.
 - 4.3.2.** The ADA Specialist may grant some or all of the accommodations requested in the documentation or grant alternatives based on available documentation.
 - 4.3.3.** If accommodations have been approved, the ADA Specialist will advise the student of the process to be followed in the development and implementation of the approved accommodations.
 - 4.3.3.1.** The ADA Specialist will (if necessary) provide the student with a Letter of Accommodation. Students are expected to provide Letters of Accommodation to their instructors to inform them of approved ADA services.
 - 4.3.3.2.** In the event that the student withdraws from the College (or is withdrawn) accommodations will be terminated and it is the student's responsibility to submit a new Request for Accommodations upon returning.
 - 4.3.4.** If accommodations have been denied, the ADA Specialist will inform the student of their right to appeal the decision or grieve the process using the DATC Student Grievance Policy.
- 4.4.** All records relating to the Request for Accommodation form, accompanying documentation, notes and documents prepared by the ADA Specialist of the ADA Service Providers will be considered confidential and will be maintained in a secure location which is only accessible to the ADA Specialist and ADA Service Providers.
- 4.5.** Students who have been granted accommodations may submit a signed written request for the termination of accommodations at any time. Upon receipt of the request for termination, a letter confirming the discontinuation of services will be sent to the student.
- 4.6.** Accommodations for students who are Dual Enrolled are provided by the Davis School District and are outside the scope of this policy. Dual Enrolled students seeking accommodations are directed to make contact with Davis District personnel for information and instructions.
- 4.7.** Students who wish to appeal a decision regarding a request for ADA Accommodations may do so in

accordance with the College policy on Student Grievances.

5. Procedures

5.1. Students who believe they are eligible for accommodations must complete a Request for Accommodations form and submit the appropriate accompanying documentation regarding their disability.

5.1.1. The Request for Accommodations form is available upon request in Student Services and provides guidance as to the kind of documentation the student must provide. Students who are seeking accommodations and desire additional assistance in completing the request should meet with the ADA specialist.

5.2. After the ADA Specialist accepts the documentation as complete, the College will have ten school days to provide a response to the student as outlined in this policy.

5.3. If accommodations have been approved, the ADA Specialist will advise the student of the process to be followed in the development and implementation of the approved accommodations. If the student is issued a Letter of Accommodation, it is the student's responsibility to provide that letter with the instructor in order to receive an accommodation from the instructor.

5.4. Students who have been granted accommodations may submit a signed written request to the ADA Specialist for the termination of accommodations at any time. Upon receipt of the request for termination, a letter confirming the discontinuation of services will be sent to the student.