

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number 530.12	Effective Date 6/25/20	Page 1 of 2
<b>POLICY</b>	Approval		
Title <b>STUDENT ADA ACCOMMODATIONS REQUESTS</b>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to provide procedures for requesting accommodations, processing Americans with Disabilities Act (ADA) accommodation requests, and access to College programs and activities as provided under law for qualified students.

**2. POLICY**

It is the policy of the College to provide reasonable accommodations to qualified individuals with disabilities.

**3. DEFINITIONS**

- 3.1 ADA Coordinator:** The College's designated individual responsible for processing ADA accommodation requests and coordinating ADA services.
- 3.2 Disability:** A physical or mental impairment that substantially limits an individual's ability to perform one or more major life activities, a record of having such impairment, or being regarded as having such impairment.
- 3.3 Interactive Process:** A Collaborative effort between the student and the ADA coordinator and may include instructors and other College staff.
- 3.4 Major Life Activity:** For the purpose of this policy, major life activities include, but are not limited to, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, reading, and working.
- 3.5 Reasonable Accommodation:** Modification or adaptation to practices, policies, and procedures or to provide auxiliary aids and services for qualified students, unless to do so would fundamentally alter the nature of the program or result in an undue burden, constitute services of a personal nature, or result in posing a direct threat to the health or safety of self or others.
- 3.6 Service Animal:** A dog that is individually trained to do work or perform a task for an individual with a disability.

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**4. REFERENCES**

- The Americans with Disabilities Act
- The Rehabilitation Act of 1973, Section 504
- Civil Rights Act of 1964, Title II
- Civil Rights Act of 1964, Title VI
- Civil Rights Act of 1964, Title VII
- Ogden-Weber Technical College Student Non-Discrimination policy (#530.5)

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## **1. General Guidelines**

- 1.1** The confidentiality of information related to the student requesting a reasonable accommodation shall be maintained on a need-to-know basis. Professionals, staff, and instructors may be consulted to determine the appropriateness of requested accommodations within a specific program and how to best implement certain accommodations.
- 1.2** It is the responsibility of the student to submit an accommodation request.
- 1.3** Accommodations for a specific program may be good for up to three years.
- 1.4** Accommodation requests and accommodations are not retroactive.
- 1.5** Emotional support, therapy, comfort, or companion animals are not considered service animals under the law and are not permitted on campus, in the classrooms, or program areas.
- 1.6** Personal aids and tutoring services are not considered accommodations by the ADA and its subsequent amendments. Therefore, they are not required to be provided by postsecondary institutions.
- 1.7** Schools are responsible for providing accommodations for students enrolled in College courses taught at local high schools.
- 1.8** Visitors or individuals who are attending special College events should contact the ADA coordinator for inquiries about accommodations.

## **2. Requesting Accommodations**

- 2.1** Students requesting accommodations must submit an ADA Accommodation Request form and provide supporting documentation regarding their disability to the ADA coordinator. The form can be found on the ADA page on the College's website.
- 2.2** The ADA coordinator shall meet with the student and review the student's Accommodation Request form and supporting documentation to determine eligibility for an accommodation.

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- 2.2.1** Once the ADA coordinator has determined that the student is eligible for an accommodation, the ADA coordinator shall determine, through an interactive process, what, if any, accommodations are appropriate.
- 2.2.2** If accommodations are authorized, the ADA coordinator shall provide an accommodation letter to the student outlining the granted accommodations.
- 2.2.3** It is the responsibility of students to provide a copy of their accommodation letter to each of their instructors in order for their accommodations to be implemented in the classroom.
- 2.2.4** Upon providing the instructors with a copy of the accommodation letter, if at any time students don't receive their accommodation or have issues with their assistive technology, they must notify the ADA coordinator within five school days.

### **3. Dispute Resolution**

If faculty disagrees with the students' accommodations, they shall contact the ADA coordinator to discuss a mutually acceptable resolution or a reasonable alternative.

### **4. Accommodation Denials and Appeals Process**

- 4.1** In the event of an accommodation denial, students shall be notified in writing from the ADA coordinator. The student may appeal the denial with the student services director or designee within 10 school days of receiving the denial. All appeals shall be submitted in writing.
  - 4.1.1** The student services director or designee shall review the appeal and shall issue a final decision to the student in writing as soon as reasonably practicable.
  - 4.1.2** Once the student services director or designee has made a determination on the student's appeal, both the student and faculty shall abide by the final decision.