

BLAKE | AUSTIN **COLLEGE**

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Handbook

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707.455.0557

EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

AMERICANS WITH DISABILITIES ACT

PROCEDURE

Certification

- I. The student requesting accommodations must complete the ADA Request for Accommodations Form, page 3.
 - a. The form must include:
 - i. A description of the disability
 - ii. Requested accommodations
 - b. The form must be accompanied by documentation consisting of:
 - i. Report(s) from objective professionals qualified to diagnose the disability at issue,
 - ii. Verifying the nature and extent of the disability, and
 - iii. The manner in which the disability limits major life activities relevant to a student's participation in the program
 - c. The College requires appropriately current documentation of any or all disabilities for which accommodation is requested.
 - d. The ADA Request for Accommodations Form and documentation must be submitted to the ADA Compliance Officer immediately in order to facilitate the accommodation process
 - e. The ADA Committee will review the request for accommodation within 48-hours of receipt of the ADA Request for Accommodations Form, and the accompanying documentation, and pursues one of the following courses of action:
 - i. Confirms the student's eligibility for accommodation under the ADA; or
 - ii. Finds that there is insufficient evidence to certify the student's eligibility, and denies the student's request for accommodation and informs the student of the available channels of appeal, or
 - iii. Request for additional information

Accommodation

- I. Once a student has been verified as eligible for accommodation, the ADA Committee will:
 - a. Review the student's request for accommodation(s);
 - b. Work with the student, and other appropriate BAC staff and faculty, to formulate a proposed course of action that would constitute a reasonable accommodation of the student's disability, in view of the nature and extent of the disability, the student's compensatory skills, and course or program requirements.

NOTE: The ADA Committee reserves the right to recommend accommodations that differ from the specific approaches suggested by the student, or by individuals documenting the student's disability, so long as the accommodations proposed achieve the objective of program accessibility as required by law.

- II. If accommodations acceptable to the student cannot be developed through cooperative dialogue, the student may appeal the decision by:
 - a. Submission of a written appeal to the ADA Compliance Officer within 48 hours of receiving the plan for special accommodations prepared by the ADA Committee
- III. The ADA Committee will review the request within 48 hours
 - a. To allow for substantive review by Committee members of the appeal, the final response will be provided to the student within one (1) week of appeal submission.

STUDENT RESPONSIBILITIES

Once a written accommodation plan has been agreed upon by the student, the student is responsible for taking reasonable steps to ensure that the plan is meeting his or her needs.

Students are therefore responsible for:

- (1) Communicating with faculty.
- (2) Keeping appointments with faculty and designated staff to avoid delays in implementation; and
- (3) Conferring with faculty regularly regarding the effectiveness of accommodations.

If a student perceives a need for additional accommodation or for the modification of existing accommodation, the student must request, in writing, a revision of the accommodation plan. Such requests should be addressed to the ADA Committee through the ADA Compliance Officer.

Providing proper accommodation requires timely student input. Immediate accommodation may be impossible to facilitate. Students who have received special accommodation are encouraged to contact their faculty at the beginning of the term to make arrangements for the academic accommodation for which they have been approved. The ADA Committee will provide the written accommodations to the Program Director to communicate with the student's instructor(s).

Definitions

ADA Committee:

The ADA Committee is made up of faculty, staff and administration and comes together to certify eligibility and determine accommodations for students with qualifying disabilities.

ADA Compliance Officer:

The ADA Compliance Officer is the primary intake person for ADA-related issues and may also provide information on ADA-related issues to the student, faculty, and staff. The ADA Compliance Officer acts as the liaison between students, staff, admissions, academics, technology and learning resources, and career services.

Current Documentation:

The professional assessment document is complete within one (1) year of the request for accommodation.

Name: _____

LAST FIRST

	Condition	How will the condition affect your success in the program?	Accommodation(s) requested for each condition
1			
2			
3			
4			

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Date _____