

SERVICES PROVIDED TO STUDENTS WITH DISABILITIES

A-Technical College is in compliance with requirements per Section 504 of the Rehabilitation Act and the Americans Disabilities Act (ADA) regulation. The College ensures that no otherwise handicapped individual shall be excluded from participation in programs and services offered by the College solely by reason of the handicap. The ADA does not require institutions to provide services that result in undue burden or fundamentally change the nature of the academic programs offered by the institution. Therefore, reasonable requests for services not currently provided by the College will be reviewed on a case-by-case basis.

The College's Director of Student Services is responsible for processing written requests for services (with supporting documentation) submitted by students with disabilities. Requests should be submitted as soon as possible prior to the first day of classes.

Following are *some* of the services currently provided by the Director of Student Services:

1. Conducts orientation with new student to review services provided by the College and provide additional disability information and resources.
2. Receives request for services form from all students with disabilities and conducts evaluation and verification of disability.
3. Meets with student to review approval or non-approval of the request.
4. Certifies approved arrangements by issuing Arrangement to Provide Services form which gives details of services to be provided by the College, the student's responsibility, if any, and, and also provides for student's signature to acknowledge receipt of response to his/her request and understanding of services to be provided.
5. Maintains student's with disability records separately from student academic records to ensure confidentiality.