



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ACCESSING ACCOMMODATIONS FOR
STUDENTS WITH DISABILITIES

Code: FF1000

Policy Reference: C0200, C0201, C0203, F0102; Board, 5/18/92

MATC fully complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008. The Student Accommodations Services (SAS) department and ADA/504 Coordinator ensure that students with disabilities are provided reasonable accommodations to ensure their successful participation in MATC's educational environment. The Administrative Notice (F0102) provides additional information concerning accommodations.

STEPS TO ACCESS STUDENT ACCOMMODATIONS SERVICES (SAS)

Accommodations are determined on an individual basis according to a person's documented needs. Students requesting accommodations must make a request for accommodation in advance of need.

A student of MATC who has a disability and desires academic adjustments, auxiliary aids, and/or disability services from MATC must:

Be currently enrolled in an Associate Degree, Diploma, Certificate, Apprentice, Pre-College or Adult Continuing Education program/course.

Provide documentation of the disability by a licensed professional (medical doctor, psychologist, or psychiatrist) that states the specific diagnosis of the disability (including DSM-IV codes where applicable), how it impacts the student's education, the duration of the disability, and the recommended accommodations and/or services to accommodate that disability at MATC.

Complete the appropriate Accommodation Request Form (Test or Program/Course) to request the specific accommodations, auxiliary aids, and/or services needed. Please refer to the SAS Student Guide <http://www.matc.edu/student/resources/needs.cfm> for examples of accommodations, auxiliary aids, and services. Please be aware that requests involving the audio format of textbooks or specialized equipment/furniture may require as much as **TWO MONTHS LEAD TIME**. All requests will be responded to in a timely manner.

Submit the Accommodation Request Form and appropriate documentation of disability to the Coordinator/Instructor of SAS as early as possible.



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Meet with Disability Specialists to discuss approved accommodations, complete the Service Plan, and write the “Confidential Memorandum to Instructor” (notification letters to inform instructors about approved accommodations).

Deliver the “Confidential Memorandum to Instructor” in person (preferred) or by intercampus mail. For online courses, the “Confidential Memorandum to Instructor” may be delivered via MATC email to the instructor.

Students are responsible to provide each instructor with the “Confidential Memorandum to Instructor” notification letter in order to utilize approved accommodations in that particular course. It is suggested that students approach instructors very early, in class or during office hours, to discuss the notification letter.

Academic adjustments are designed to ensure equal access to education in that they are modifications to how the course content is received by the students during class or expressed during testing. Academic adjustments are not an alteration of course content or requirements.

DETERMINATION OF ACCOMMODATIONS/SERVICES TO BE PROVIDED

All Accommodation Request Forms with accompanying appropriate documentation of disability will be reviewed by SAS in a timely manner in accordance with the Americans with Disabilities Act. Each request for accommodation will be evaluated on an individual basis. MATC has discretion in choosing the specific accommodation, aid, or service it provides to the student, as long as it is effective. The student has the right to provide input as to the type and effectiveness of specific accommodations as they relate to his/her disability. If the request is denied, the student will be contacted by SAS. The need for further documentation or possible alternatives will then be discussed.

If an accommodation or service is not approved, the student may request that the Director of SAS review the decision. The student has the right to submit a written appeal of a decision of the Director of SAS to the ADA/504 Coordinator within 30 calendar days, using the following procedure:

The appeal must be in writing, stating the reason for the disagreement, and submitted to the ADA/504 coordinator or designee. Pending the outcome of the appeal, the accommodations recommended by the college staff will be available.



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The ADA/504 coordinator will reevaluate the decision, considering any information or statements supplied by the student or prospective student (including any additional information from medical or vocational rehabilitation experts). It is the student's responsibility to provide all necessary documentation at his/her own expense in support of his/her appeal.

The ADA/504 coordinator may elect to use the assistance of an Accommodations Committee. The ADA/504 Accommodations Committee may consult with outside agencies in the appeal process, taking care to provide confidentiality for the student/prospective student. The ADA/504 Accommodations Committee will discuss its findings and make recommendations to the ADA/504 coordinator for appropriate action. The ADA/504 coordinator will make the "final appeal decision."

The student/prospective student will be notified of the final decision in writing, generally within 30 calendar days after the appeal is filed. By filing this appeal, the student/prospective student does not give up his/her right to pursue other appeal processes within the college or through outside regulatory agencies.

The ADA/504 Coordinator is:

Assistant General Counsel
Milwaukee Area Technical College
700 West State Street, Room M-278
Milwaukee, WI 53233-1443

FINALIZING ACCOMMODATIONS

To begin using approved accommodations/services, the student will meet with the staff of SAS to complete a Service Plan designating the services and test accommodations that will be provided. The student has the right to refuse any recommended service or accommodation, for any particular course or for all courses. If the student accepts accommodations for an individual course, the SAS staff will print faculty notification letters, known as "Confidential Memorandum to Instructor" for each course for which the student accepts accommodations and this document is provided to the student. After consulting with SAS staff for approval of requested accommodations, students are responsible to meet with their instructors to present the instructor notification and discuss how academic adjustment needs will be met.



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For certain accommodations, such as the need for a note-taker, the instructor is responsible to report to SAS via the Confidential Memorandum to Instructor of the instructor chooses to provide faculty notes for the student. If the instructor chooses not to provide his or her own notes to the student, the instructor should announce to the class the opportunity to serve as a note-taker. Following two announcements, if no other students in the class volunteer, the instructor shall notify SAS so that alternate means can be employed to meet the student's need. Alternate means may include: provision of a recording device, provision of notes from another section of the same course, assignment of a volunteer not enrolled in the class to take notes.

Students who have provided the Confidential Memorandum to Instructor to their instructors, but do not receive approved academic adjustments, such as a note-taker or alternative test taking arrangements, must notify the SAS Director. For students with approved accommodations for a note-taker, if no note-taker has been assigned within the first week after the student provides the instructor with the Confidential Memorandum to Instructor, the SAS Director should be notified.

The SAS Coordinator and Director will facilitate the provision of alternative accommodations to meet the student's needs within a reasonable timeframe, not to exceed one week. SAS will also work with course instructors to identify and provide compensatory benefits or services to students who experience a loss of educational benefits because the approved accommodation was not provided.

STUDENTS TRANSFERRING TO MATC

Students with disabilities who transfer to MATC from other colleges must follow MATC procedures for determining what and how services and/or accommodations are provided. The Coordinator/Instructor of SAS should be contacted to discuss arrangements prior to the beginning of the semester. Appropriate documentation of disability and a completed Program/Class Accommodation Request Form will be necessary before accommodations or services are considered.

Office of Responsibility: Student Services