
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: ACCESSING ACCOMMODATIONS FOR STUDENTS
WITH DISABILITIES

Code: FF1000

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

It is the intent of Milwaukee Area Technical College (MATC) to fully comply with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) of 1990. The ADA/504 coordinator will ensure that students with disabilities are provided reasonable accommodation to ensure their successful participation in Milwaukee Area Technical College's educational environment. The ADA/504 coordinator and the Center for Special Needs will have the responsibility to determine and provide effective accommodation for prospective and enrolled students with disabilities.

Accessing Reasonable Accommodation for Current and Prospective Students (Applicants)

All applicants and students will be informed of MATC's policy to provide reasonable accommodations for persons with disabilities. This information will be disseminated to applicants by MATC.

All applicants and students will be given equal access to college services, curricula, entrance requirements, and programs.

Applicants will not be asked if they have a disability; however, all applicants who voluntarily indicate during their admissions process that they have a disability may be asked follow-up questions regarding possible accommodations or referred to the Center for Special Needs for further assistance.

All applicants who are admitted shall be given the "MATC Reasonable Accommodation Request Form" for their use, if needed or requested (see attachment).

Any student who becomes disabled during his/her enrollment or attendance at MATC may request reasonable accommodation at any time (see Accommodation Request Form attached).

Eligibility for Effective Accommodation

Anyone requesting accommodation must provide MATC with specific documentation of his/her disability and fill out an MATC Reasonable Accommodation Request Form. Reports from medical doctors, licensed psychologists, the Division of Vocational

Approving Authority:

Kathleen Christensen
Vice President, Student Services

Date: 6/18/01

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Rehabilitation, any licensed/certified social service agency, or high school Multi-disciplinary Team Report (M-Team) are acceptable. In order to assure auxiliary aids are available to meet the students' or applicants' needs, the ADA/504 coordinator and/or the Center for Special Needs must be contacted as soon as possible, but no later than 10 calendar days prior to the first day the service is needed.

Types of Reasonable Accommodations

Reasonable (effective) accommodations at MATC can include, but are not limited to, any or all of the following: barrier free design of facilities; academic modifications (reduced course loads, additional time to complete assignments/examinations, course substitutions); examination auxiliary services (interpreters, notetakers, tutors, scribes, readers); access technology (large print, audible and/or braille output devices); and alternative scheduling at various times and locations.

Designated faculty and staff in the Center for Special Needs are responsible for evaluating the type and amount of accommodations required for students with disabilities. Referrals to the Center for Special needs can be made after students have been admitted/registered in classes by an instructor or through student self-referral. Special Needs staff will meet with the instructor and student to determine what services/accommodations will be provided until documentation is secured. All recommended accommodations are provided at no charge to the student.

Any faculty/staff/student support personnel who may be aware of students with disabilities are asked to contact the Center for Special Needs manager or the ADA/504 coordinator. This will enable Special Needs staff to effectively and appropriately coordinate services/accommodations for disabled prospective or enrolled students attending MATC.

Accommodations may be denied if making the accommodation would have an adverse effect on the ability of the college to deliver necessary services; or the accommodation would place an undue financial burden on the department or college. However, the individual with a disability may be given the option of providing the accommodation or paying that portion of the cost which would constitute an undue hardship.

Confidentiality

Admission of a disability is voluntary and will be handled in a confidential manner as outlined in Section 504 of the Vocational Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and the Family Educational Rights and Privacy Act of 1974 as amended.

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The Appeal Process

If a student or prospective student disagrees with a decision regarding an accommodation request, s/he may appeal the decision to the ADA/504 coordinator or designee 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.

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 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: Cheralyn Randall
Milwaukee Area Technical College
700 West State Street
Milwaukee, WI 53233-1443
(414) 297-6874 Phone
(414) 297-8152 Fax
(414) 297-6895 TTY