

Disability Accommodations

This institution complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, reasonable accommodations are provided to qualified students with disabilities.

A request for accommodation is deemed reasonable if the request:

- is based on documentation that meets ACOT published guidelines.
- does not compromise essential requirements of a course or program.
- does not impose a financial or administrative burden upon ACOT beyond that which is deemed reasonable and customary.

Students whose accommodation requests are denied will not be discriminated or retaliated against if they appeal the decision.

It is the student's responsibility to identify him/her self to the college as having a disability, and submit any required documentation, prior to engaging in any activity for which accommodation is being requested. For example, a request to retake a test or course due to a disability will not be considered for a test or course that a student has already taken. Since the documentation and review process may take some time, currently diagnosed students should submit any requests for a disability accommodation as soon as they are admitted to a program and prior to registering for courses.

- No accommodations may be made prior to the notification of disability and the submission of documentation.
- Students must identify themselves to the Registrar and provide the required documentation as outlined in the Documentation Requirements below at least 30 days in advance of the start of the accommodation being requested.
- It is the student's responsibility to ensure that documentation meeting the published requirements is submitted 30 days prior to the start of accommodations.

How to Request Special Accommodations

1. Student submits a written statement to the Registrar outlining his or her disability. Statements can be emailed to registrar@ACOT.edu.
2. Student submits documentation on the disability and accommodation request that meets the Documentation Guidelines below.
3. The Registrar will review the documentation with the President and Director of Operations and Technology.
4. The Registrar will notify the student in writing to the student's email address on record of the decision within 15 days of receipt of all required documentation. If further documentation is required, the Registrar will notify the student by email of what further information is needed.
5. It is the student's responsibility to request an accommodation from an instructor and to supply the instructor with a copy of his/her official award letter at least 10 days prior to the accommodation being needed. (If the request for accommodation is for a course extension, the accommodation request letter should be submitted at the time the extension request form is submitted.)
6. Only information regarding the approved accommodation will be shared with the faculty member; no medical history will be released.

Appeal Process

Students whose disability accommodation requests are denied or adjusted may submit an appeal in writing to the Registrar. The appeal must be within 15 days of the accommodation being denied and should be emailed to registrar@ACOT.edu

Documentation Requirements

Documentation to request accommodations based on a disability must be provided by the student and at the student's expense. Documentation must follow the guidelines listed below:

- For Learning Disability Accommodations, should be no older than 3 years if student is under 21 years of age. Older documentation may be considered for students who are over 21 as long as the clinical testing was completed since the student reached the age of 18.
- For Mental Disability Accommodations, should be clinical documentation from within the last 6 months.
- For Physical Disability Accommodations, if the physical disability is a permanent condition, documentation of any age may be considered. For a physical disability that is based on a temporary condition, such as weakness caused by chemotherapy or other short-term treatments, clinical documentation should be less than one year old.
- Should include the professional credentials of the evaluator, including what training and experience the evaluator has with the diagnosis and treatment of adults. The evaluator should be a licensed professional in the appropriate field and qualified to diagnose adults.
- Should include a specific medical diagnosis of the physical, mental or learning disability.
- For learning disabilities, should include the names of the diagnostic tests used, evaluation dates, test scores and interpretation of test results.
- Should describe how the student is limited in functionality in a major life activity.
- Should include specific accommodation recommendations that are tied to the diagnosis and how the accommodations will impact the specific functional limitations of the student.

Students should contact the Registrar at: registrar@ACOT.edu for any information regarding disability accommodations.