

EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

AMERICANS WITH DISABILITIES ACT
(ADA)

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9/9/2014

Student Handbook

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ADA Student Handbook

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AMERICANS WITH DISABILITIES ACT (ADA)

STUDENT HANDBOOK

ADA POLICY

Blake Austin College (BAC) recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and similar state laws (hereto noted as applicable laws), which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. BAC is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. The College cannot make accommodations that are unreasonable, unduly burdensome or that fundamentally alter the nature of the College's programs.

The student must initiate a written statement of the disability and list specific accommodations on the ADA Request for Accommodations Form. The ADA Student Handbook (including the Request for Accommodation Form) is available from all BAC departments. The College requires appropriately current documentation of any or all disabilities for which accommodation is requested, provided at the expense of the student requesting accommodation, prior to determining what services and accommodations may be undertaken for students with qualifying disabilities. Documentation of disability furnished by the student and/or developed by the ADA Committee will be kept confidential and will be shared only with College personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or a health or safety issue.

Since insufficient information may jeopardize the accommodations process, the College reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The cost of obtaining any such additional documentation shall be the responsibility of the student. The College also reserves the right to request an independent evaluation by a professional of its choosing. The cost of obtaining any such independent evaluation shall be borne by the College.

Students should note that documentation supplied voluntarily as part of the process of applying to BAC is not part of the student's permanent record and is not ordinarily made available to the ADA Committee.

While responsibility for the accommodation of students with qualifying disabilities must be assumed and shared by all members of the College community, the College has established a process that is designed to facilitate the reasonable accommodation of students with disabilities. An ADA Committee of faculty and staff, appointed by the CEO, certifies eligibility for accommodation under the ADA for students presenting documented evidence of qualifying disabilities, and reviews and acts upon all student requests for reasonable accommodations. Further, the ADA Committee, in consultation with appropriate campus personnel, facilitates the implementation of accommodations that have been deemed reasonable and appropriate in light of the nature of a student's disability and in consideration of the individual's program requirements. The ADA Committee also serves as a resource to students and faculty on issues of accommodation.

A student may request temporary accommodations for a self-limiting injury through the same process and

guidelines outlined above. Though this may not fall within the described ADA or Rehabilitation Act, it is our goal to meet the needs of our students to ensure timely graduation and a positive learning experience.

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 physical disabilities, learning disabilities, attention deficit disorders, psychological disabilities, medical disabilities and other qualifying disabilities.

ADA Compliance Officer:

The ADA Compliance Officer acts as the liaison between student, staff, admissions, academics, technology and learning resources, and career services. The ADA Compliance Officer is the primary intake person for ADA-related issues and may also be able to provide information on ADA-related issues to members of the campus and local community.

Current Documentation:

Assessment is complete within one (1) year of the request for accommodations.

Hours:

Reference of hours are only inclusive of Monday through Friday. Saturday and Sunday are not considered part of the calculated hours. Example: Response within 48 hours; if received on Friday at 2:00 pm, the response would be available by Tuesday at 2:00 pm.

PROCEDURE

Certification

- I. The student requesting accommodations must complete the ADA Request for Accommodations Form
 - 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. Certifies 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 certified 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 members of the College community, 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 by the ADA Committee 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 of the ADA Committee 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 and the ADA Committee, the student is responsible for taking reasonable steps to ensure that the plan is meeting his or her special 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 accommodations or for the modification of existing accommodations, 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 accommodations requires timely student input. Immediate accommodations may be impossible to facilitate. Students who have received special accommodations are encouraged to contact their faculty at the beginning of the mod/term/semester to make arrangements for the academic accommodations for which they have been approved. Such arrangements should be made no later than the first day of class.

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Procedure

Certification

- II. The student requesting accommodations must complete the ADA Request for Accommodations Form
 - a. The form must include:
 - i. A description of the disability or condition
 - ii. Requested accommodations
 - b. The form must be accompanied by documentation consisting of:
 - i. Report(s) from objective professionals qualified to diagnose the disability or condition at issue,
 - ii. Verifying the nature and extent of the disability or condition, and
 - iii. The manner in which the disability or condition limits major life activities relevant to a student's participation in BAC's 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 should be submitted to the ADA Compliance Officer immediately in order to facilitate the accommodation process being completed in as timely a manner as reasonably possible.
 - 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. Certifies the student's eligibility for accommodation; 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. The committee may request additional information

Accommodation

- IV. Once a student has been certified 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 members of the College community, 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 by the ADA Committee achieve the objective of program accessibility as required by law.

- V. If accommodations acceptable to the student cannot be developed through cooperative dialogue, the student may appeal the decision of the ADA Committee 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
- VI. 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.