

## Davis Technical College Services to Students with Disabilities Policy and Procedures

Effective Date: 16 May 2024

### 1. Purpose

1.1. The College is fully committed to fulfilling its obligations under the Americans with Disabilities Act of 1990 (ADA). This policy outlines the parameters under which those obligations are discharged.

### 2. References

- 2.1. Title VI of the Civil Rights Act of 1964
- 2.2. Title VII of the Civil Rights Act of 1964
- 2.3. Title IX of the Educational Amendments of 1972
- 2.4. Section 504 of the Rehabilitation Act of 1973
- 2.5. The Vocational Education Amendments of 1976
- 2.6. The Americans with Disabilities Act of 1990 (ADA)
- 2.7. Davis Technical College Animals on Campus Policy

### 3. Definitions

- 3.1. **Student** - Davis Technical College recognizes student status as a student engaged in an active course of study.
- 3.2. **Dual Enrolled** - A student who meets the official definition of Secondary Student and is enrolled simultaneously at the Davis Technical College and a recognized secondary school. Dual Enrollment students must meet normal admissions requirements.
- 3.3. **Disabling Condition** - A physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment.
- 3.4. **Request for Accommodations** - A formal request submitted by the student using an established college format to document a disabling condition and to outline the accommodation(s) which the student is requesting.
- 3.5. **ADA Coordinator** - The individual assigned to evaluate a Request for Accommodation and work with the student making the request and appropriate faculty members to determine and implement reasonable accommodations.
- 3.6. **ADA Service Providers** - Staff members who work at the direction of the ADA Coordinator to provide direct services to students.

#### 4. Policy

**4.1.** It is the responsibility of the individual student to seek appropriate assistance and to manage their educational program by making appropriate contacts with the ADA Coordinator and/or ADA Service Providers.

**4.2.** The College will not provide accommodations until the student has formally requested accommodations (including appropriate, professional documentation) and that request has been evaluated and a plan for accommodations developed.

**4.2.1.** Instructors are specifically forbidden from providing accommodations unless they have been directed to do so through a written Letter of Accommodation provided by the ADA Coordinator.

**4.2.2.** Appropriate professional documentation must include the student's physical and/or mental health conditions, functional limitations, and specific accommodation needs.

**4.2.3.** The ADA Coordinator will evaluate the submitted documentation to determine if it is adequate for evaluation. In the event that the documentation is **not** adequate, the ADA Coordinator will contact the student and request additional documentation.

**4.2.4.** Any professional evaluation (and/or associated costs) required for documentation under this process will be the sole responsibility of the student.

**4.3.** After the ADA Coordinator accepts the documentation as complete, the college will have ten school days to provide a response to the student.

**4.3.1.** The response may be development of a plan for accommodations in coordination with the student, a rejection of the request, a request for a meeting with the student and/or more information, or a document indicating that additional time is necessary to complete the evaluation of the request.

**4.3.2.** The ADA Coordinator may grant some or all of the accommodations requested in the documentation or grant alternatives based on available documentation.

**4.3.3.** If accommodations have been approved, the ADA Coordinator will advise the student of the process to be followed in the development and implementation of the approved accommodations.

**4.3.3.1.** The ADA Coordinator will (if necessary) provide the student with a Letter of Accommodation. Students are expected to provide Letters of Accommodation to their instructors to inform them of approved ADA services.

**4.3.3.2.** In the event that the student withdraws or is withdrawn, post 120 days with no schedule, accommodations will be terminated, and it is the student's responsibility to submit a new Request for Accommodations upon returning.

**4.3.3.3.** Accommodations are granted based on the specific academic program. If a student changes programs or graduates and applies to a new program, a new accommodations request must be submitted. The ADA Coordinator will then review and evaluate the request in accordance with the new program's requirements.

**4.3.3.4.** If accommodations have been denied, the ADA Coordinator will inform the student of their right to appeal the decision or grieve the process using the Davis Technical College Student Grievance Policy.

- 4.4.** All records relating to the Request for Accommodation form, accompanying documentation, notes and documents prepared by the ADA Coordinator of the ADA Service Providers will be considered confidential and will be maintained in a secure location which is only accessible to the ADA Coordinator and ADA Service Providers.
- 4.5.** Students who have been granted accommodations may submit a signed written request for the termination of accommodations at any time. Upon receipt of the request for termination, a letter confirming the discontinuation of services will be sent to the student.
- 4.6.** Students who are enrolled at Davis Technical College and a high school, who are taking classes taught by our instructors on high school campuses have two distinct options for applying for accommodations. These students are advised to either request accommodations through our ADA Coordinator or to directly reach out to the personnel at their home school district for information and instructions.
- 4.7.** Per the ADA, animals that perform specific tasks for individuals with disabilities (service animals) are permitted on campus upon notification of the ADA Coordinator of the animal's presence on campus. Other animals including emotional support animals, therapy animals, etc., are not permitted in Davis Tech buildings or facilities. For additional information, please see refer to the policy for Animals on Campus:
- 4.8.** Students who wish to appeal a decision regarding a request for ADA Accommodations may do so in accordance with the Davis Technical College Student Grievance policy.
- 4.9.** Students from off-campus entities, such as the Department of Corrections, Department of Health and Human Services, and Job Corps, are eligible to request accommodations. The ADA Coordinator will collaborate with each point of contact to facilitate the request process, determine eligibility, and issue the letter of accommodations to the respective entity.
- 4.10.** Personal Care Assistants are required to be hired through a third-party and must be approved by the ADA Coordinator. Examples include social workers, case workers, human services, or by a private care company. These workers will be permitted on campus pending upon review by the ADA Coordinator. Family members or friends are not recognized by the ADA Coordinator as professional personal care assistants due to conflict of interest.

## **5. Procedures**

- 5.1.** Students who believe they are eligible for accommodations must complete a Request for Accommodations form and submit the appropriate accompanying documentation regarding their disability.
- 5.1.1.** The Request for Accommodations form is available upon request in Student Services or on the Student Resources website at [www.DavisTech.edu](http://www.DavisTech.edu). This form provides guidance as to the kind of documentation the student must provide. Students who are seeking accommodations and desire additional assistance in completing the request should meet with the ADA Coordinator.
- 5.2.** After the ADA Coordinator accepts the documentation as complete, the College will have ten school days to provide a response to the student as outlined in this policy.
- 5.3.** If accommodations have been approved, the ADA Coordinator will advise the student of the process to be followed in the development and implementation of the approved accommodations. If the student is issued a Letter of Accommodation, it is the student's responsibility to provide that letter with the instructor in order to receive an accommodation from the instructor.

**5.4.** Students who have been granted accommodations may submit a signed written request to the ADA Coordinator for the termination of accommodations at any time. Upon receipt of the request for termination, a letter confirming the discontinuation of services will be sent to the student.

**6. Approvals and Notes**

Board Approval: 25 September 2025

Expanded President's Council Approval: 8 September 2025

Board Approval: 16 May 2024

Expanded President's Council Approval: 13 May 2024

Policy Review Approval: 11 June 2018

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