

### III-1.080 Disability Access

The college is committed to providing access to facilities and reasonable accommodation in the instructional process, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Guilford Technical Community College does not discriminate nor does it approve of discrimination against students or applicants on the basis of race, color, gender, age, national origin, disability, religion, pregnancy, veteran's status or political belief/affiliation. (See Equal Opportunity Policy IV-1.023.) This policy of non-discrimination covers participation in all programs, support services, and activities. Guilford Technical Community College is committed to providing equal access to technology, including the Internet and the institution's web presence.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 both require institutions of higher education to provide equal access to educational opportunities to otherwise qualified "persons with disabilities." It is the responsibility of the student with a disability to provide documentation of the disability. The documentation must certify that the disability creates a substantial limitation of a major life activity in order to establish eligibility for protection under the law.

Guilford Technical Community College does not make pre- or post-admission inquiries or referrals based on an assumption that a student has a disabling or handicapping condition. It is the responsibility of the student with a disability to initiate the request for accommodations/services by contacting the *disAbility* Access Services Office.

#### Procedures

1. Official notification of a disability requires that the student provide documentation of his/her disability to the *disAbility* Access Services Office. To receive services, the student must provide acceptable documentation.
  - a. All requests for accommodations/services must be made directly to the *disAbility* Access Services Office by the student who is seeking the accommodations/services. The request should be made as early as possible and must be made in a timely manner to allow for an appropriate response. Requests for accommodations/services will be addressed as soon as practicable, once received.

Documentation of disability must be provided from an appropriately licensed/certified professional and must be complete enough to establish the student's status as a person with a disability as well as establishing the need for any requested accommodations. Necessary documentation to request accommodations/services may include one or more of the following:

- 1) A copy of the most recent DEC 3 and the complete IEP;

- 2) A psychoeducational evaluation;
  - 3) A medical report;
  - 4) A psychological evaluation; or
  - 5) Records from Vocational Rehabilitation, the Division of Services for the Blind, and/or Services for the Deaf and Hard of Hearing.
- c. Upon receipt of the documentation necessary to request accommodations/services, the *disAbility* Access Services Office will determine, based on its disability-specific guidelines, whether the documentation reveals the existence of a disability as defined under the Rehabilitation Act, the Americans with Disabilities Act, and/or North Carolina law.
2. When a student has a disability and has requested accommodations the *disAbility* Access Services Office shall make an appropriate determination of what is a reasonable accommodation for that student based on documentation provided to that office. That decision will be made according to disability-specific documentation guidelines maintained by the *disAbility* Access Services Office. The authority to make such decisions on behalf of the institution has been assigned by the President and approved by the Board of Trustees.
- a. Students shall notify faculty of the accommodations/services which the *disAbility* Access Services office has determined they are eligible to receive by presenting an Accommodations Letter (green sheet), which is provided to the student by the *disAbility* Access Services office.
  - b. A student with a disability may be eligible for a reduced course load while receiving all of the benefits, rights, privileges and status of a full-time student.
    - 1) The *disAbility* Access Services Office will determine eligibility for this accommodation on an individual basis each semester.
    - 2) A recommendation will be made based on the student's documentation of disability and other established criteria.
    - 3) The Registrar will assign full-time status on behalf of the institution.
  - c. With rare exception, *disAbility* Access Services will support course substitutions only in situations where a student's documentation supports such a request and ONLY after the student has attempted the required course utilizing all resources and accommodations made available.
  - d. Procedures that define roles and responsibilities for providing/receiving specific accommodations are outlined in the *disAbility* Access Services Student Handbook and the *disAbility* Access Services Faculty/Staff Handbook.

3. Students have the right to initiate a complaint/grievance if the agreed-upon accommodations/services are not provided appropriately. The complaint/grievance policy (III-2.013) is outlined in the college management manual, catalog and student handbook.
4. Disability-related information is considered to be highly confidential and, in accordance with Section 503 of the Rehabilitation Act and Title 1 of the ADA, and in keeping with general practice under disability law, such information will be kept in secure files with limited access.
  - a. The *disAbility* Access Services Office will be responsible for collecting and holding disability-related information on behalf of the institution.
  - b. Access will be limited to *disAbility* Access Services staff and will be shared ONLY on a need-to-know basis.
5. The Technology Committee is responsible for monitoring all technology purchases to assure access and compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act and the spirit of the institutional commitment.
6. The college (*disAbility* Access Services Office) reserves the right to review the accommodations provided from time to time to determine whether they continue to be necessary and appropriate to the student.

Adopted 2/17/2000