

## STUDENTS WITH DISABILITIES

Midwestern Career College recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving academic success. Midwestern Career College is committed to making reasonable accommodations for students with qualified disabilities and to ensuring that its campuses and its facilities are made accessible as required by applicable law. The College cannot make accommodations that alter the nature of its programs, cause undue burdens on MCC, or create a direct threat to the health and the safety of students or others.

## REQUESTS FOR ACCOMMODATIONS

A reasonable accommodation in the student setting is a modification or adjustment to a class or program that will enable a qualified person with a disability to participate in the program or class or to enjoy the rights and privileges offered by the College. Modifications that impose an undue burden or pose a health or safety risk are not considered reasonable. The school is required to make modifications only to known and validated disabilities. MCC requires the student to give reasonable notice of the request for modifications. The school or department must take whatever steps are necessary to ensure that qualified individuals with disabilities are not excluded, treated differently or segregated because of the absence of auxiliary aids or services. The school or department must coordinate the provision of modifications with the Student Services Manager.

Medical records supporting the need for an accommodation are submitted to the Student Services Manager along with an **Accommodations Request Form**. This arrangement is consistent with the confidentiality requirements of the law and with Midwestern Career College Policy.

Medical records supporting the need for an accommodation are submitted to the Student Services Manager along with an Accommodations Application. This arrangement is consistent with the confidentiality requirements of the law and with Midwestern Career College Policy.

## APPLICATION SUBMISSION PROCEDURES

All applications should be submitted prior to the start of the program. The application can be requested through the Student Services Manager and should be submitted to the Student Services Manager with supporting documentation.

1. Students must submit the Accommodation Request Form a minimum of one week before the start of the term. Unless previously approved, student must re-submit request for accommodations before the start of each term.
2. In addition to the Accommodation Request form, the student must submit documentation from a medical professional that explains the diagnosis and needs of the student. A form is included in the Documentation of Accommodation portion of the request form.

## INDIVIDUAL ANALYSIS

The modification offered must be appropriate to the needs of the individual, thus, in each instance, an individualized analysis must occur. The Student Services Manager can devise a modification plan for the student. After the Accommodation Request Form and supporting medical documentation are submitted, Student Services will review the information and schedule a meeting with the student to discuss potential accommodations. Once accommodations are approved, an accommodations letter will be provided to the student in writing. It is the student's responsibility to share this accommodations letter with the instructors for each class that they wish to use their accommodations.



**Examples of Potential Reasonable and Unreasonable Accommodations:**

<b>Reasonable Accommodation</b>	<b>Unreasonable Accommodation</b>
Extended time or alternate location for exam	Less questions on an exam
Option for an oral exam	Exception from clinicals
Allow student to tape record lectures	Fundamentally alter the nature of the program
Pair with student for peer note-taking	

**MOST INTEGRATED SETTING**

Programs and activities must be offered in the most integrated setting appropriate. In other words, there should not be a separate program for those with disabilities unless the disabled student cannot be accommodated in any other way. If a separate program is offered, the disabled student may still choose to utilize the non-separate program.

**EVENTS**

The law requires that organizations that receive significant assistance from MCC are also governed by the provisions of the ADA and Section 504. Events that are a part of MCC are covered by the provisions of the law and should be scheduled at accessible locations if possible.

**COURSE LOAD MODIFICATIONS**

MCC is not required to eliminate academic requirements essential to the program of instruction or related to licensing requirements; however, reasonable modifications must be provided for qualified students with verified disabilities.

**AUXILIARY AIDS AND SERVICES**

This term refers to equipment or service providers that augment communication. Examples are sign language interpreters, note takers, readers, computer aided transcription devices, assistive listening devices, telecommunications devices for deaf persons (TDD's), and Braille materials. The college pays for the reasonable cost of the auxiliary aid or service. If provision of a particular auxiliary aid or service would result in a fundamental alteration of the program or in an undue burden, i.e., significant difficulty or expense, MCC will attempt to provide an alternative auxiliary aid or service. The college does not need to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The college will consider the requests of the affected disabled individuals but is not required to give the disabled person the auxiliary aid of his or her choice. If a question arises about what should be provided, contact the Student Services Manager.

**FUNDAMENTAL PROGRAM ALTERATION**

Midwestern Career College is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of the program. For example, where a course requirement is essential to the program of instruction taken by the student, the college is not required to waive the requirement. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the Vice President of Academic Affairs should consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards,

and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

#### **DIRECT THREAT TO HEALTH OR SAFETY**

The college is not required to permit an individual to participate in or benefit from a MCC program or service when that individual poses a direct threat to health or safety. Direct threat means a significant risk to health or safety that cannot be eliminated by modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In determining whether an individual poses a direct threat to health or safety, MCC must make an individualized assessment, based on reasonable judgment relying on current medical knowledge or the best available objective evidence to ascertain:

- The nature, duration, and severity of the risk;
- The probability that the potential injury will actually occur;
- Whether reasonable modification of policies, practices or procedures will mitigate the risk.

This standard should be applied to all individuals, not just disabled individuals.

#### **UNDUE BURDEN**

The college needs not make modifications or provide auxiliary aids or services if it constitutes an undue burden. In determining whether or not an undue burden exists, the factors considered are the nature and cost of the action needed in the context of the overall financial resources of the college.

#### **FINAL DETERMINATION**

MCC will notify the student of all final accommodations prior to the start of class.