

## **SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

Midwestern Career College (MCC) 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 helping students with disabilities achieve academic success. MCC 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.

### **SECTION 504 COORDINATOR FOR STUDENTS**

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### **REQUESTS FOR ACCOMMODATIONS**

A reasonable accommodation in the college setting is a modification or adjustment to a class or portion of the class 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 college is required to make modifications only to known and validated disabilities. The college or department will take steps necessary to ensure that qualified individuals with disabilities are not excluded, treated differently, or segregated because of the absence of auxiliary aids or services. Each department will coordinate the provision of modifications with the Section 504 Coordinator, the Academic Manager on campus and/or the Director of Academic Operations.

### **SUBMISSION PROCEDURES**

Accommodation Request Form can be requested through the Section 504 Coordinator and/or the Academic Manager and should be submitted back to the Academic Manager with the supporting documentation.

1. Students must submit the Accommodation Request Form a minimum of one week before the start of the term. Unless approved otherwise, the 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 will occur. The Section 504 Coordinator and the Academic Manager will devise a modification plan for the student. After the Accommodation Request Form and supporting medical documentation are submitted, the Academic Manager or designee 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.

### **COURSE LOAD MODIFICATIONS**

The college is not required to eliminate academic requirements essential to the program of instruction or related to licensing requirements; however, reasonable modifications will 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 will pay 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, the Director of Academic Operations will review the options available to the student.

### **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 Section 504 Coordinator and/or the Director of Academic Operations will consult with the Program Manager and 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.

Examples of Potential Reasonable and Unreasonable Accommodations:

Reasonable Accommodation	Unreasonable Accommodation
Extended time or alternate location for exam	Less questions on an exam
Option for an oral exam	Exception from clinicals
Allowing student to tape record lectures	Fundamentally altering the nature of the program
Pairing with another student for peer notetaking	Receiving automatic pass on a test

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

The college is not required to permit an individual to participate in or benefit from an 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 will 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 will be applied to all individuals, not just disabled individuals.

**UNDUE BURDEN**

The college will not be able to 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.

**MOST INTEGRATED SETTING**

Programs and activities will be offered in the most integrated setting appropriate. In other words, there will 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**

Events that are sponsored by MCC are covered by the provisions of the law and MCC will attempt to schedule them at accessible locations whenever possible.