Purpose:

To establish equal access and participation for all persons, including those with disabilities in academic and other programs sponsored by Platt College.

Policy:

Platt College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which are designed to prevent discrimination against qualified individuals with disabilities. In compliance with the American with Disabilities Act, students are encouraged to contact the Academic Support and Career Services Coordinator at the beginning of their program for possible assistance with accommodations. The student is responsible for voluntarily and confidentially disclosing a disability and providing appropriate documentation regarding the nature and extent of a disability and the individual’s functional limitations. Documentation need only discuss a disability or limitation that pertains to the reasonable modification(s) being requested. Platt College cannot make reasonable modifications that are unduly burdensome or that fundamentally alter the nature of the College’s programs. Medical documentation of disabilities and requested reasonable modifications must be presented in writing at the beginning of a student’s program.

Platt College is committed to equal access and participation for all persons, including those with disabilities, in academic and other programs sponsored by Platt College. The Academic Support and Career Services Coordinator assists the College community create and maintain a welcoming, accessible environment for perspective students, students and employees with disabilities.

Services Provided through the Office of the Academic Support and Career Services Coordinator:
• Accommodation/Modification consultations for employees, supervisors, students and external constituents with disabilities
• Consultation with Platt College Administration regarding adapted technology
• Training for faculty, supervisors, and staff
• Classroom presentations about the ADA or other disability related issues
• Community referrals for students and employees
• Information about legislation that impacts persons with disabilities

What is considered a disability?

A disability is a physical or mental condition that substantially limits "major life activity," such as walking, hearing, seeing, speaking, breathing, or learning. ADA laws protect:

• Physical disabilities
• Sensory disabilities
• Psychiatric disabilities
• Health-related disabilities
• Learning disabilities
• Attention Deficit Hyperactivity Disorder

The Office of the Academic Support and Career Services facilitates reasonable modifications for students and prospective students. Those who wish to request reasonable modifications should contact the Academic Support and Career Services Coordinator, and provide up-to-date documentation of disability. All information discussed is confidential between the Academic Support and Career Services Coordinator and the perspective student, student or employee. Examples of frequently requested student reasonable modifications include:

• Extended time for entrance test and class tests
• Priority registration
• Sign language interpreters
• Tape recorded materials
• Peer note takers
• Access to adapted computer technology
• Referrals to other services and programs

If you are interested in applying to Platt College, and require reasonable modifications during the admissions process, an admissions coordinator will connect you with Platt College’s
Academic Support and Career Services Coordinator to discuss your specific needs and provisions taken to accommodate those needs.

**Information for Employees with Disabilities**

Title I of the ADA prohibits discrimination in all employment practices. Qualified persons with disabilities, including applicants and current employees are protected. Employers must provide reasonable accommodations that enable an employee to perform the essential functions of a job. Essential job functions consist of duties which require certain skills and/or abilities which cannot be delegated to another employee without substantially altering the position or imposing undue financial or administrative hardship. Essential duties must be clearly stated in all job descriptions. An employee must be able to perform these essential duties with or without accommodations. If an employee cannot perform the stated essential functions the employee may be considered unqualified for that specific job.

**Accommodations**

Reasonable accommodations consist of adjustments or modifications to a job or work environment that enable a qualified employee to participate in the application process, perform essential duties, and enjoy benefits and privileges afforded to other employees. Accommodations should be determined collaboratively by the supervisor and the employee, however it is the employee’s responsibility to disclose a disability and request accommodations.

**Procedures for Perspective Students and Enrolled Students**

To arrange reasonable accommodations for a disability, a perspective student or enrolled student must:

1. Inform the Academic Support and Career Services Coordinator about the disability for which accommodations are needed
   a) Perspective students during the admissions process must inform Admissions Coordinator the need to speak with the Academic Support and Career Services Coordinator for ADA reasonable modifications to be made during admissions.

2. Students will submit a written request to the Academic Support and Career Services Coordinator describing specific reasonable modifications that would assist in the performance and academic achievements while attending Platt College.
3. Upon request of the Academic Support and Career Services Coordinator students then submit a comprehensive diagnostic report documentation of disability from a qualified professional. A comprehensive diagnostic report should include a diagnosis, all standardized assessment scores, a narrative/interpretation of the scores, a description of the educational impact on the individual (based on diagnosis and assessment results) and recommendations. The diagnostic report must be on letterhead, typed, dated, and signed, and otherwise legible. The name, title, and professional credentials of the evaluator must be clearly stated. Professional credentials refer to an appropriately licensed professional qualified to administer and interpret diagnostic testing. Diagnoses written on prescription pads and/or parent’s notes indicating a disability are NOT considered appropriate document.

4. Once an appropriate diagnostic report has been provided to the Academic Support and Career Services Coordinator, an intake meeting will be scheduled to discuss appropriate accommodations that would enable the students to perform and achieve academic success.

5. After the intake meeting with the student, the Academic Support and Career Services Coordinator will send letters to appropriate faculty to notify them of accommodations. Faculty will receive two letters stating the services the student shall receive. Faculty will then need to sign and date one letter and return it to the Academic Support and Career Services Coordinator to show they are aware and willing to assist with accommodations. The second letter is for their file if need be.

6. ADA accommodations are reviewed quarterly and once a student opts in or out for services they must follow the arrangements the whole term.

**Procedures for Employees**

To arrange reasonable accommodations for a disability, an employee must:

1. Inform the Academic Support and Career Services Coordinator about the disability for which accommodations are needed

2. Submit a written request to the Academic Support and Career Services Coordinator describing specific accommodations that would assist in the performance of essential duties of a specific job

3. Submit documentation of disability from a qualified professional, stating a diagnosis and the related functional limitations or sign a release of information form so that the
Academic Support and Career Services Coordinator may request documentation directly from the appropriate professional.

4. Discuss with and/or demonstrate to the Academic Support and Career Services Coordinator how the accommodations would enable ability to perform the essential duties.

**Procedures for Supervisors**

Supervisors must be aware of and follow the process by which appropriate accommodations are determined and arranged. Steps in this process include:

1. When an employee discloses a disability and requests accommodation(s), ask the employee to submit the request in writing.

2. Review the essential duties of the employee’s job as stated on the job description.

3. When the written request has been submitted, arrange a meeting with the employee to discuss the request. Keep in mind that while the employee must be able to perform the essential duties of the job, there may be alternative ways to meet job requirements.

4. If documentation is needed to substantiate the existence of the disability or the limitations resulting from the disability, request that the employee submit documentation from an appropriate source OR ask the employee to sign a release of information and provide the name(s) and address(es) of the appropriate professionals.

5. Send the release of information along with a short cover letter explaining the need for a statement of diagnosis and the associated functional limitations. Ask for a response by a given date. Keep copies of all correspondence.

6. Upon receipt of the documentation, schedule another meeting with the employee to finalize accommodation arrangements. If assistance is needed with interpretation of documentation, or with the determination of reasonable accommodations, contact the Academic Support and Career Services Coordinator.

As a matter of policy Platt College is committed to the full and total inclusion of all individuals and to the principle of individual rights and responsibilities. To this end, policies and procedures will ensure that persons with a disability will not, on the basis of that disability, be denied full
and equal access to programs (Academic or employment) activities, or services or otherwise be subjected to discrimination under programs or activities offered by Platt College.