



MTI COLLEGE

Accommodation for Disabilities

Policy:

It is the policy of MTI College to comply with state and federal regulations that prohibit discrimination on the basis of disability, including Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act). As such, faculty and staff have the responsibility to become familiar with MTI's policy and reasonably accommodate disabled students who have special needs that have been identified at the time of enrollment or while attending classes at MTI.

The Rehabilitation Act, states that, no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance ("college, university or other post-secondary institution, or a public system of higher education"). Further, the act defines an individual as "handicapped" if he/she:

- Has a mental or physical impairment which substantially limits one or more of such person's major life activities (see below);
- Has a record of such impairment; or
- Is regarded as having such impairment.

Definitions:

Physical or mental impairment means (A) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Is regarded as having an impairment means (A) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation; (B) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or (C) has none of the impairments defined in paragraph (j)(2)(i) of this section but is treated by a recipient as having such an impairment.

To summarize the above as it applies to MTI College, as an institution participating in the federal financial aid programs, no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any of MTI's programs or activities. For the purposes of this statement, "qualified" with respect to post-secondary educational services means a person who meets the academic and technical standards required for admission or participation in the educational program activity, with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.

Reasonable accommodation does not negate requirements for successful completion of a program, course, service and/or activity, adherence to generally acceptable standards of behavior and the College's stated student policies, and adherence to administrative and faculty/staff directions and instructions.

In determining the College's ability to offer reasonable accommodation to an otherwise qualified student with a disability, each request for an accommodation will be evaluated on a case-by-case basis. Factors to be examined include among others:

- The academic and technical standards required for admission or participation in an educational program or service;
- The purpose and nature of the program, course, and/or service;
- The precise education-related abilities and functional limitations of the student and how those limitations could be overcome with reasonable accommodations;
- The nature and cost of accommodation required in relation to the College's financial resources;
- The consequences of such an accommodation upon the operation and educational mission of the College, course, program, service and/or activity;
- Other federal, state and local regulatory requirements.

An otherwise qualified student who requires attendant care services must make arrangements to provide for his/her own attendant care services. The College does not assume the coordination or financial responsibilities for attendant care services.

The College is not required to offer or provide accommodation, to admit or to continue to admit, an individual with a disability to any particular program, course, service, and/or provide educational opportunities and other services when:

- The educational standards or mission of MTI would be substantially altered;
- The nature of the program, course, service, and/or activity would be fundamentally altered;
- The student is not otherwise qualified (with or without accommodations) to meet the academic and technical standards required for admission or participation in an educational program, course, service and/or activity;
- The effects of the disability cannot be overcome even with reasonable accommodation;
- The individual would not be able to complete the program, course, service, and/or activity, even with reasonable accommodations;
- An undue financial or administrative hardship (college-wide) would be caused by the accommodation;
- The individual would still pose a direct threat to the health or safety of himself/herself or others.

Like every other MTI applicant for enrollment, individuals with disabilities must demonstrate an ability to benefit in order to be accepted into the college. In the event a student's request for reasonable accommodation is denied, the student has the option to appeal the decision to the campus director.

Disclosure

The Department of Labor's equal opportunity regulations 29 CFR Part 37.37 (b)(2), require the collection and retention of demographic information about individuals participating in programs or activities funded by the department, such as race, ethnicity, age, gender and disability status. Services cannot be denied to students who decline to indicate their disability status. Requesting this information is not in conflict with the Rehabilitation Act as long as there is no evidence of denial of services as a result of providing the information, or of a student declining to identify a disability.

Procedure:

MTI provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as disabled.

New Student

- If the student is new to MTI, it is his/her responsibility to contact the director of admissions (DOA) who is responsible for the initial assessment and enrollment of students with special needs.
- The student must complete the MTI Student Disability Accommodation Request Application and submit it to the DOA. The student may also be asked to provide an MTI Student Medical Evaluation Report that has been completed by a physician.
- The DOA is responsible for documenting the date the accommodation documents were provided to the student, and the date the completed documents were returned. Documentation is to be made in the document tracking section of the contact manager in Anthology.
- If the student fails to return the application and supporting documentation, the DOA will contact the student to verify that the need still exists and offer assistance if necessary.
- When the application and supporting documentation are received from the student, the DOA will forward them to the campus director for evaluation and decision.

Existing Student

- If the student is an existing student, it is his/her responsibility to contact the dean of students or student success advisor who is responsible for initializing accommodation assessments for existing students.
- The student must complete the MTI Student Disability Accommodation Request Application and submit it to dean of students as appropriate. The student may also be asked to provide an MTI Student Medical Evaluation Report that has been completed by a physician.
- The dean of students or student success advisor is responsible for documenting the date the documents were provided to the student and the date the completed documents were returned. Documentation is to be made in the document tracking section of the contact manager in Anthology.
- If the student fails to return the application and supporting documentation, the dean of students will contact the student to verify that the need still exists and offer assistance if necessary.
- When the application and supporting documentation are received from the student, the dean of students will forward them to the campus director for evaluation and decision.

Evaluation and Documentation

- The campus director will schedule an accommodations committee meeting consisting of the following:
 - Director of admissions
 - Student Success Advisor
 - Dean of Students
 - Program director or department chair
- The accommodations committee will determine if the College is able to make reasonable accommodations and what those accommodations will be.
- The campus director will update Anthology with notes of the decision in the accommodations section.
- Original accommodations forms will be kept in the student's administration file.
- Scanned image(s) of the accommodation forms will be kept in a secure location on the network.

After the Decision is Made

- The campus director and the dean of students or DOA, as appropriate, will meet with the student.
- If the request is approved, the student will be advised of any provisions or limitations of MTI's accommodation.
- For new students, the DOA will communicate the student's needs to the appropriate dean of students who will notify faculty and make sure the student's identified needs are accommodated.
- The student is responsible for speaking with his/her instructor no later than the first day of each term to discuss his/her needs and the accommodation. The instructor will contact the dean to verify that the accommodation has been approved.
- The student is responsible for notifying the dean as soon as possible should any problems arise concerning his/her academic program.
- In the event a student's request for reasonable accommodation is denied, the student has the option to appeal the decision.
- Requests to appeal the denial must be submitted in writing to the CFO or the campus director.

Please contact the director of education or campus director if you have questions or would like clarification.



MTI COLLEGE

STUDENT DISABILITY ACCOMMODATION REQUEST APPLICATION (To be completed by Student)

MTI College will not discriminate in any academic-related activity against a qualified applicant or student with a disability. We will make reasonable accommodations to qualified persons with disabilities unless to do so poses an undue hardship.

An examination by a physician of MTI's choosing may be required to arrive at a reasonable accommodation resolution. You are requested to authorize your physician to release to us information relating to your disability and treatment, if any, and to permit MTI's physician to provide information to us concerning your diagnosis and treatment. If you choose not to authorize these disclosures, we will evaluate your request on the basis of the best information available to us.

Name: _____ Date: _____

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ Email: _____

Academic Program: _____

Is request for permanent or temporary accommodation? _____

If temporary, for how long? _____

Describe impairment and effect on major life activity and how your impairment relates to your ability to attend school: _____

Student's proposed accommodation: _____

Attending Physician's Name: _____ (Please Print) Phone: _____

Physician's Address: _____
Street City State Zip

Summary of Approved Accommodation

Based on information provided by the student and his/her physician, the following accommodation(s) have been approved:

_____	Effective Date: _____
_____	Effective Date: _____
_____	Effective Date: _____
_____	Effective Date: _____

Notes:

I acknowledge that the above accommodations are being made by MTI to support my learning and success as a student. Further, I acknowledge that regardless of the accommodations being provided, it is my responsibility to meet the expectations and requirements for graduation. I agree to communicate with my instructors regarding my academic needs, and agree to contact the dean if I have any questions or concerns.

Student Signature: _____ Date: _____

MTI Approval: _____ Date: _____

Title: _____



MTI COLLEGE

STUDENT MEDICAL EVALUATION REPORT (To Be Completed By Physician)

STUDENT NAME: _____

EXAMINATION DATE: _____ EXAMINING PHYSICIAN: _____

The individual identified above was examined to determine his/her ability to attend school. The following information is based on the results of that examination.

CONCLUSIONS

Note: Physician, please answer 1 & 2A, B or C. If answering 2A, go to "Recommended Accommodation" section.

1. **DIAGNOSIS:** The individual has a physical and/or mental impairment that substantially limits a major life activity. **YES** _____ **NO** _____

Is the underlying condition/impairment temporary or permanent?

TEMPORARY _____ **PERMANENT** _____

If temporary, estimated date of resolution? _____

Are the symptoms temporary or permanent?

TEMPORARY _____ **PERMANENT** _____

If temporary, estimated date of resolution? _____

Physician's Initials _____

2A. **QUALIFIED:** The individual examined is physically/mentally able to perform the essential functions typically associated with attending school:

_____ No Restrictions

_____ Certain Restrictions

The restrictions consist of the following: _____

Note: If qualified, go to "Recommended Accommodation" section.

2B. **UNQUALIFIED:** The individual examined is physically and/or mentally unqualified to attend school based on the following medical conclusions:

Even after reasonable accommodation, the individual cannot perform the essential functions typically associated with attending school.

_____ Because of a physical and/or mental impairment.

_____ In a manner that would not endanger his/her health or safety because attending school imposes an imminent and substantial risk to the individual.

(continued)

_____ In a manner that would not endanger the health or safety of others.

Comments: _____

2C. **NO DETERMINATION:** It is not presently possible to conclude an evaluation regarding the individual because: _____

RECOMMENDED ACCOMMODATION

Recommended accommodation(s) that would allow the qualified disabled individual to perform the essential functions typically associated with attending school include:

_____ Work area alteration(s) that would make the work area readily accessible to and usable by the disabled student.
Specifically: _____

_____ Part-time or modified class schedules.
Specifically: _____

_____ Acquisition or modification of equipment or devices, provision of readers or interpreters, or other similar actions.
Specifically: _____

_____ Structural alteration(s); to building or grounds.
Specifically: _____

_____ Extension of leave of absence.
Expected date of return: _____

_____ Other: _____

All information contained in this report will be held in confidence and used only for purposes of determining position qualification and reasonable accommodation need.

Physician's Signature: _____ Date: _____

Physician's Office phone number _____