

Title: Disability Accommodations for Students and Academic Units	
Originated by: Dean of Student Services	Originated Date: 6/17/2024
Approval Date:	
Revised by:	Revised Date:
Reviewed on:	

Policy Statement

Manhattan Area Technical College (MATC) does not discriminate based on disability in admission, treatment, or access to its programs or activities, nor in employment in its programs or activities. The College is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 as Amended, and Section 504 of the Rehabilitation Act of 1973. In addition, the College is committed to making all programs and activities sponsored by MATC accessible, as required by the Americans with Disabilities Act Accessibility Guidelines. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies to facilitate equality of educational access for persons with disabilities.

I. Policy Definitions

A. Accommodations

“Accommodations,” in this policy, means modifications to a course, program or educational requirements of a program or course as are necessary and reasonable so that such requirements do not discriminate or have the effect of discriminating against a student based on a disability. Academic requirements that are essential to the course, to a student’s program of instruction, or which relate directly to licensing requirements will not be regarded as discriminatory. Modifications may include but are not limited to extended time for exams, preferential seating, reduced distractions in testing environments, and relocation of classrooms to accessible locations.

B. Accommodation Coordinator (AC)

“Accommodation Coordinator,” in this policy, means the official responsible for determining and coordinating reasonable accommodation, modification, and/or auxiliary aids and services for qualified prospective, newly admitted, or currently enrolled students.

C. Auxiliary Aids and Services

“Auxiliary Aids and Services,” in this policy, means accommodations that assist students with disabilities in the educational setting. Auxiliary aids and services may include but are not limited to digital textbooks, notetakers, sign language interpreters, enlarged text and real-time closed captioning. Devices or services of a personal nature such as personal care attendants, individually prescribed devices, or readers for personal use are not provided by the College.

D. Letter of Accommodation (LOA)

A Letter of Accommodations (LOA) is a document provided by the Accommodation Coordinator (AC) that explains to faculty the reasonable accommodations for a student. The Letter of Accommodations is given to students who are qualified students with a disability.

E. Person with a disability

“Person with a disability,” in this policy, means a person who has a physical or mental impairment which substantially limits one or more major life activities; who has a record of such impairment; or who is regarded as having such an impairment.

F. Qualified student with a disability

“Qualified student with a disability,” in this policy, means a student with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities.

G. Student

“Student,” in this policy, means an individual who has applied for admission or readmission to the College; who is registered or enrolled in one or more courses for credit at the college; or who currently is not enrolled but has a continuing academic relationship with the college.

II. Policy Responsibilities/Procedures

A. *Referral of Students to the Accommodation Coordinator (AC)*

1. If a faculty or staff member is made aware that a student believes they are a qualified student with a disability in need of accommodations or auxiliary aids and services, the student should be referred to the self-disclose using the online form or stop by the Teaching and Learning Center for consultation with the Accommodation Coordinator.
2. Faculty may choose not to honor requests for accommodation that have not been approved by the AC.

B. *Student Eligibility for Accommodation*

1. A student is eligible for accommodation and/or auxiliary aids and services if they are documented as a qualified student with a disability and the Accommodation Coordinator has met with the student and determined that the functional limitations of the disability require such accommodation and/or auxiliary aids and services.
 - a. Students may request reasonable accommodation at any time by submitting an [online request \(https://manhattantech.edu/Accommodation/Request/Form\)](https://manhattantech.edu/Accommodation/Request/Form) to the AC.
 - b. Newly accepted and currently enrolled students are responsible for initiating a disability-related request for accommodation or auxiliary aids and services as early as possible in the semester, and prior to the time when the accommodation or auxiliary aids or service will be needed.
 - c. A mobility impaired student who encounters difficulty accessing a class or program in a MATC facility should meet with AC to obtain accommodation for ensuring that the program is accessible.
2. The Accommodation Coordinator has the discretion to determine the type of documentation necessary to establish the present level of the student's disability and its impact on the student's needs in the MATC setting. Any costs related to this initial documentation will be the responsibility of the student.

C. *Determination, Limitations, and Notification Regarding Eligibility*

1. Determination
The College is required to provide reasonable academic adjustments and auxiliary aids and services that are necessary to afford students with disabilities an equal opportunity to participate in MATC's educational programs. The Accommodation Coordinator determines accommodation(s) on a case-by-case basis, based on the documentation, the student's history, and specific functional limitations. The Accommodation Coordinator will determine whether accommodation or auxiliary aids or services are reasonable following an individual assessment of a student's written documentation and a personal meeting with the student. If necessary, the Accommodation Coordinator will collaborate with individual faculty members to identify reasonable accommodations that provide students with an equal opportunity without modifying essential course requirements.
2. Limitations
 - a. The College is not required to adjust or provide aids or services that would result in a fundamental alteration of an educational program or impose an undue burden on the College.
 - b. The College is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of that course or program.
 - c. Decisions regarding accommodation, auxiliary aids and/or services may require consultation with MATC faculty and/or administrators to consider the fundamental nature of a course or academic program.
 - d. Letters of accommodation are not retroactive.
3. Notification
The Accommodation Coordinator will provide a student with written notice regarding the

determination and any approved accommodation, or auxiliary aids and/or services. The AC communicates a student's approved accommodations via letters that are electronically provided to the student and their designated instructor(s). The letters include all the classroom accommodation that is approved for the individual student.

D. Student Right and Responsibilities

Student Rights

Every qualified student with a disability has the right to:

1. Equal access to educational and co-curricular programs, services, activities, and facilities available through Manhattan Tech.
2. Reasonable and effective accommodations, academic adjustments, and/or auxiliary aids as determined on a case-by-case basis.
3. Confidentiality regarding disability information including the right to choose to whom the disclosure of disability is made except as required by law.
4. Receive information in reasonably accessible formats (must meet request deadlines to ensure availability).

Student Responsibilities

1. A student has no obligation to inform the College that they have a disability; however, if a student desires accommodation(s) or other disability-related service from the College, the student must identify themselves as having a disability.
2. A student who wishes to request disability-related accommodations or modification of certain generally applicable academic requirements must provide the AC with timely, relevant, and complete written documentation of the disability for which accommodation is requested.
3. As early as possible in a semester, a student who has been approved for accommodation and/or use of auxiliary aids and services should seek a confidential meeting with faculty members to:
 - a. Discuss the Letter of Accommodation (LOA) from the Accommodation Coordinator approving the accommodation and/or use of auxiliary aids or services; and,
 - b. Make arrangements for implementation of the approved accommodation and/or use of auxiliary aids and services.
4. Meet Manhattan Tech's qualifications including essential technical, academic, and institutional standards.
5. Identify as an individual with a disability and request accommodation through the request form in a timely manner.
6. Provide documentation from an appropriate professional source verifying the nature of the disability, functional limitations, and the rationale for specific accommodations being recommended.
7. Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids as outlined.
8. Students must abide by the Student Code of Conduct and all college policies and regulations.
9. Any student who feels that the granted accommodation is ineffective should inform the Accommodation Coordinator immediately, so that alternate accommodation may be considered.

E. Institutional Rights and Responsibilities

Manhattan Tech has the right and responsibility to:

1. Maintain the College's academic standards.
2. Require qualifying disability documentation to verify eligibility for disability accommodations, academic adjustments, and/or auxiliary aids.
3. Discuss students' eligibility with diagnosing professionals if signed consent has been given.
4. Select from among equally effective/appropriate accommodations, adjustments, and/or

- auxiliary aids in consultation with the student.
5. Deny requests for accommodations, academic adjustments, and/or auxiliary aids when disability documentation does not identify a specific disability, fails to verify the need for the requested services, or is not provided in a timely manner.
 6. Deny requests for accommodations, adjustment, and/or auxiliary aids that are inappropriate or unreasonable based on disability documentation including any that:
 - a. Pose a direct threat to the health and safety of others;
 - b. Constitute a substantial change or alteration of an essential course element/program standard, or
 - c. Pose undue financial or administrative burden on the College.

F. Faculty Responsibilities

1. Faculty members may not deny approved accommodation without consulting the Accommodation Coordinator to consider alternate means to accommodate a student's disability. At the request of a faculty member, the AC will review the accommodation provided for a specific course to consider their impact on the fundamental nature of a course or academic program.
2. Faculty members may not disclose the student's disability to any other student or faculty member without the consent of the student.
3. After receiving an accommodations letter, faculty members have up to 7 business days to provide the approved accommodations. This is to allow time for any administrative planning that may need to occur.
4. Course syllabi shall include the following statement:

Manhattan Area Technical College makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first submit documentation to verify their eligibility. If a disability is verified, the College will provide you with an electronic letter of accommodation to the student and approved faculty to initiate a private discussion regarding your specific needs in a course. You may request reasonable accommodation at any time; however, notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to discuss letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Requesting Student Accommodations website \(manhattantech.edu/Accommodations\)](http://manhattantech.edu/Accommodations). You may also contact by texting/calling at (785) 367-3573 or email accommodations@manhattantech.edu.

G. ADA Coordinator

1. The ADA Coordinator shall receive and respond to complaints of discrimination based on disability, including allegations of failure to accommodate; oversee the College's response to requests for accommodation from students; and oversee the response to campus accessibility issues in collaboration with other offices.
2. The ADA Coordinator's office is in the Main Office. The ADA Coordinator can be reached by calling (785) 587-2800.

H. Discrimination and Harassment Measures

Individuals who believe that they have been discriminated against based on having a disability, a record of disability, or being regarded as disabled may file a complaint with the College pursuant to the Equal Opportunity, Harassment, and Nondiscrimination Policy (Policy No. 3.7.2)

I. Complaint Procedures

The College is committed to working with students with disabilities to resolve disagreements regarding the need for and/or implementation of accommodation. A student requesting accommodation and/or use of auxiliary aids or services may seek dispute resolution in accordance with the procedures below if the student either disagrees with a decision of the AC or is dissatisfied with the final accommodation.

1. Informal Resolution

Within seven (7) business days of receiving notice from the Accommodation Coordinator (AC) of the decision on their request for accommodations, or of any perceived failure to provide approved accommodation, a student may seek informal dispute resolution through the AC. If the AC cannot reach agreement with the student to resolve the concerns informally, the student may file a formal complaint.

2. Formal Resolution - *must be filed within thirty (30) college business days of the occurrence that prompted the complaint.*

The ADA Coordinator will review all written materials submitted by the AC and will interview, as necessary, the student, the AC, any faculty member involved, and any other person deemed relevant to the issue. The ADA Coordinator will decide and inform the student.

3. Appeal Process

If the student is not satisfied with the decision reached through formal or informal resolution, an appeal may be filed. For more information, see the grievance procedure.

J. Ineligibility

1. The Americans with Disabilities Act (ADA) applies to all qualified students with a disability. "Qualified student with a disability" is defined as a student with a disability who meets the academic and technical standards required for admission and participation in educational program(s) and activities. Students who do not meet these criteria within the definition of the ADA are not entitled to reasonable accommodation. The AC shall not issue any communications, directions or suggestions to faculty, staff or administrators regarding students who have not been certified as ADA-eligible.
2. Students who are not ADA-eligible but still have a problem affecting their academic performance (including temporary illness) may seek help from the officials in the Teaching and Learning Center or Student Services Office. These officials will respond to all such requests in accordance with established policies.