



## **STUDENTS WITH DISABILITY ADA ACCOMMODATIONS POLICY**

**Effective Date:** July 25, 2017

**Revised:** November 26, 2017

### **PURPOSE**

This policy is intended to comply with the federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. Dorsey Schools does not discriminate on the basis of disability in any of its programs, services or activities. Dorsey Schools will make every effort to accommodate applicants and students with disabilities on an individual basis. Dorsey Schools' campus Managing Directors are designated to be the Section 504/ADA Coordinator for each campus and will coordinate the efforts of the institution compliance with all relevant disability laws. Inquiries should be directed to the Managing Director.

### **DISABILITY ACCOMMODATION REQUEST/PROCESS**

Dorsey's disability accommodation process involves the student and the Section 504/ADA Coordinator. Students who believe they are eligible for accommodations should request to meet with the Section 504/ADA Coordinator on campus to request and submit a Request for Accommodations Form and discuss disability-related needs. The Section 504/ADA Coordinator is available to assist with questions and provide assistance in filling out the Request for Accommodations Form. The student will provide a completed Request for Accommodations Form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient

### **DISABILITY ACCOMMODATION APPROVAL**

The ADA Coordinator will submit the completed Request for Accommodations and medical documentation to Campus Support Center's (CSC) Director of Education (DOE) or Vice President of Education and Career Services for approval. Within 15 days of receiving the written Request for Accommodations, the Director of Education will respond with a decision to the 504/ADA Coordinator. If approved, the accommodation form will list the specific accommodation(s) that have been approved. This is to be communicated to each instructor the student has throughout his/her program. This should be notated on the last page of the approval form each term that the student remains enrolled. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

### **DISABILITY ACCOMMODATION APPEAL**

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal. The appeal and additional documentation should be submitted to the ADA Coordinator, who will submit the appeal to the Vice President of Education and Career Services. Within 15 days of receiving the appeal, the Vice President of Education and Career Services will review the matter and provide a decision in writing. If there is a concern or issue with the 504/ADA Coordinator, the student should contact the Vice President of Education and Career Services at [grievance@Dorsey.edu](mailto:grievance@Dorsey.edu).

**U.S. DEPARTMENT OF EDUCATION**

Students or staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

U.S. Department of Education, Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW Washington, DC 20202-1100  
Telephone: (800) 421-3481 FAX: (202) 453-6012; TDD: (877) 521-2172 Email: [OCR@ed.gov](mailto:OCR@ed.gov)

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>.