

Americans with Disabilities Act Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Students

Number: 503a

Title: ADA Policy

Date: 3/31/10

Reviewed/Revised: 6/20/16

Purpose: To ensure that the Consortium and its affiliated institutions follow a policy of non-discrimination on the basis of disability and the appropriate accommodations are made for those who present with a recognized disability as documented by the college's student services department.

Policy: It is the intent of the MHPC OTA Program that compliance with the Americans with Disabilities Act shall be a high priority. Appropriate changes will be made and accommodation provided to qualified individuals with disabilities, unless doing so would pose an undue burden on the institution's resources or would fundamentally alter the nature of a program.

Procedure: In cooperation with partner community college services, the MHPC OTA Program will provide ongoing, supportive counseling in an attempt to help students succeed in their educational career. Students with documentable disabilities should register proper documentation with their home campus, which will in turn, notify instructors of the suggested official accommodations. Students may also wish to personally inform their instructors of their particular disability.

The all MHPC cooperating colleges provide accommodative services for students who qualify.

Qualification for services is based upon:

1. A disability that substantially limits one or more of life's major activities.
2. Documentation that identifies the disability and previous accommodation strategies, such as diagnostic work-up and/or I.E.P. All documentation should be no more than three years old.

After reviewing the documentation, the campus representatives will meet with the student to develop a Special Needs Plan. The plan identifies specific accommodation services that will be provided for the student. Accommodation services are

individualized in an attempt to provide the most appropriate services for the needs of the student. Examples of accommodation services that may be provided are listed below:

- Extended time during exams
- Exams read aloud
- Textbooks on audio tape
- Opportunity to tape-record lectures
- Student note-takers
- Readers
- Assistive technology services