

EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS



AMERICANS WITH DISABILITIES ACT (ADA)

1/1/2018

ADA Handbook

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AMERICANS WITH DISABILITIES ACT

PROCEDURE

Certification

- I. The student requesting accommodations must complete the ADA Request for Accommodations Form
 - a. The form must include:
 - i. A description of the disability
 - ii. Requested accommodations
 - b. The form must be accompanied by documentation consisting of:
 - i. Report(s) from objective professionals qualified to diagnose the disability at issue,
 - ii. Verifying the nature and extent of the disability, and
 - iii. The manner in which the disability limits major life activities relevant to a student's participation in the program
 - c. The College requires appropriately current documentation of any or all disabilities for which accommodation is requested.
 - d. The ADA Request for Accommodations Form and documentation must be submitted to the ADA Compliance Officer immediately in order to facilitate the accommodation process
 - e. The ADA Committee will review the request for accommodation within 48-hours of receipt of the ADA Request for Accommodations Form, and the accompanying documentation, and pursues one of the following courses of action:
 - i. Certifies the student's eligibility for accommodation under the ADA; or
 - ii. Finds that there is insufficient evidence to certify the student's eligibility, and denies the student's request for accommodation and informs the student of the available channels of appeal, or
 - iii. Request for additional information

Accommodation

- I. Once a student has been certified as eligible for accommodation, the ADA Committee will:
 - a. Review the student's request for accommodation(s);
 - b. Work with the student, and other appropriate members of the College community, to formulate a proposed course of action that would constitute a reasonable accommodation of the student's disability, in view of the nature and extent of the disability, the student's compensatory skills, and course or program requirements.

NOTE: The ADA Committee reserves the right to recommend accommodations that differ from the specific approaches suggested by the student, or by individuals documenting the student's disability, so long as the accommodations proposed by the ADA Committee achieve the objective of program accessibility as required by law.

- II. If accommodations acceptable to the student cannot be developed through cooperative dialogue, the student may appeal the decision of the ADA Committee by:
 - a. Submission of a written appeal to the ADA Compliance Officer within 48 hours of receiving the plan for special accommodations prepared by the ADA Committee
- III. The ADA Committee will review the request within 48 hours
 - a. To allow for substantive review by Committee members of the appeal, the final response will be provided to the student within one (1) week of appeal submission.

STUDENT RESPONSIBILITIES

Once a written accommodation plan has been agreed upon by the student and the ADA Committee, the student is responsible for taking reasonable steps to ensure that the plan is meeting his or her special needs.

Students are therefore responsible for:

- (1) Communicating with faculty;
- (2) Keeping appointments with faculty and designated staff to avoid delays in implementation;
and
- (3) Conferring with faculty regularly regarding the effectiveness of accommodations.

If a student perceives a need for additional accommodations or for the modification of existing accommodations, the student must request, in writing, a revision of the accommodation plan. Such requests should be addressed to the ADA Committee through the ADA Compliance Officer.

Providing proper accommodations requires timely student input. Immediate accommodations may be impossible to facilitate. Students who have received special accommodations are encouraged to contact their faculty at the beginning of the mod/term/semester to make arrangements for the academic accommodations for which they have been approved. Such arrangements should be made no later than the first day of class.

DEFINITIONS

ADA Committee:

The ADA Committee is made up of faculty, staff and administration and comes together to certify eligibility and determine accommodations for students with qualifying physical disabilities, learning disabilities, attention deficit disorders, psychological disabilities, medical disabilities and other qualifying disabilities.

ADA Compliance Officer:

The ADA Compliance Officer works in the Department of Human Resources and acts as the liaison between student, staff, admissions, academics, technology and learning resources, and career services. The ADA Compliance Officer is the primary intake person for ADA-related issues and may also be able to provide information on ADA-related issues to members of the campus and local community.

Current Documentation:

Professional assessment document is complete within one (1) year of the request for accommodations.

Hours:

Reference of hours are only inclusive of Monday through Friday. Saturday and Sunday are not considered part of the calculated hours. Example: Response within 48 hours; if received on Friday at 2:00 pm, the response would be available by Tuesday at 2:00 pm.

