

## **PROCEDURES FOR ENROLLMENT OF ADULT STUDENTS WITH DISABILITIES**

An adult student who self-discloses a qualified disability under Section 504 of the Rehabilitation Act of 1973 or under the Americans with Disabilities Act of 1990 shall provide written documentation of the existing disability. Adult students applying for financial aid must meet federal requirement for ability to benefit. A written accommodation plan shall be developed to ensure identification of supplementary aides and services necessary for the student to participate in the program.

If the student has been referred by a local service agency, that agency will be contacted to provide information and assistance in planning for technology training.

Adult students with disabilities will apply for classes along with all other students and will be contacted for class placement using the same procedures. They will follow the same guidelines listed under Standards of Behavior in the student handbook.

All relevant state and federal statutes and board policies will apply to students with disabilities regarding continuation of enrollment, attendance requirements, and discipline.

### Procedures for Requesting Accommodations for Adult Students with Disabilities

Students with disabilities, who are enrolling in a full-time or part-time class at Southwest Technology Center and wish to request accommodations for their disabilities, must obtain a Request for Accommodation Form from their instructor, the Adult and Career Development secretary, or the student services coordinator. Should a student need accommodations for the assessments, which are done prior to class placement, the request for accommodations must be made two weeks prior to the assessment in order for reasonable accommodations to be made. Completion of the necessary documentation is the responsibility of the student making the request and for notifying the student services coordinator at the time of assessment scheduling.

Students with disabilities, who are enrolling in an Adult and Career Development class of two weeks or longer duration and who wish to request accommodations, must pick up a Request for Accommodations Form from the instructor at the first class meeting. The student is responsible for providing a completed form to the Adult and Career Development office within **one week** in order for Southwest Technology Center to have adequate time to arrange for reasonable accommodations.

Students with disabilities enrolling in a course that is shorter than two weeks in duration and who wish to request accommodations must pick up a Request for Accommodations Form from the Adult Career and Development office and provide necessary documentation **one week prior** to the beginning of class in order to receive reasonable accommodations.

The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e., a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness). Prior to delivery of service, Southwest Technology Center staff must approve the request.

Action on accommodations will be provided in a timely manner with regard to obtaining assistive technology, additional personnel, supplementary services, etc. Accommodations must be related to the documented disability.

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WITH DISABILITIES (Cont.)**

Questions regarding the status of the disability determination and accommodations while in process may be addressed to the student services coordinator.

Complaints concerning this policy are referred to the Southwest Technology Grievance Policy.

The following statement will be included on **all** adult enrollment forms.

**After placement in a program at Southwest Technology Center: If you have disabilities, which require reasonable accommodations to perform the essential skills of the program, it is your responsibility to provide documentation and to notify your instructor or the student services coordinator.**

**CROSS-REFERENCE: Policy CVCD, Disabilities Accommodation**

**Adopted: January 1994 as policy S-184**

**Revised: November 1995**